Keypad Display Configuration Administrator Manual

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Document History

Date	Revision	Reason for changes
24NOV03	1.0	Initial release.
15NOV06	2.0	Revised to incorporate minor revisions to the KPDISP-CF software.
18JAN13	03	Rebranded manual as Edwards. No changes to the content were made.

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Important information

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About this manual

This manual provides reference information to support the Keypad Display Configuration (KPDISP-CF) software.

Intended audience

This manual was written for people who have a working knowledge of Windows-based computer programs.

Purpose

The purpose of this manual is to give the installer and administrator of the KPDISP-CF detailed operating instructions for installing and configuring the program.

This manual provides a reference for both novice and experienced users of the KPDISP-CF software. The manual assumes that the necessary hardware and software installation has been successfully completed.

Note: Depending on your specific operator privileges, you may not see all of the system menus shown or described in this manual.

Organization

This manual is organized to serve as an administrator's guide for the KPDISP-CF. It takes you through the steps required to set up the system for the first time, introducing you to each KPDISP-CF feature or function as it's needed. The chapters are presented in the sequence you will need as you set up and configure the KPDISP-CF program.

If your system has already been set up by your administrator and all you wish to do is add users, proceed to Chapter 6, "People" in the *Keypad Display Configuration User Manual.* For you to be able to gain access to the KPDISP-CF, your system administrator must set you up as an operator with proper privileges.

The manual consists of the following chapters.

Chapter 1 "Introduction." This chapter introduces you to the KPDISP-CF software and discusses the program's functions within an integrated life safety system.

Chapter 2 "Getting started." This chapter provides information on logging on to the KPDISP-CF as the installer.

Chapter 3 "Setting up a keypad display system." This chapter defines the process of setting up the KPDISP-CF software including importing the Resource Profile (RP) file for your company.

Chapter 4 "Administrator operations." This chapter shows you the steps for common operations including setting KPDISP-CF options, downloading, saving, and exiting from the program.

Chapter 5 "System and hardware configuration." This chapter provides information about advanced administration functions in the KPDISP-CF. It also provides procedures for configuring hardware elements of the program.

Chapter 6 "Operators." This chapter provides general information required for defining and creating additional operators. The functions the operators can perform are controlled by the privileges that are assigned to them.

Chapter 7 "Tasks." This chapter defines KPDISP-CF tasks and the important functions they perform. Tasks are used to perform system updates and database maintenance.

Chapter 8 "Outbound ports and routes." This chapter shows you how to configure your system to communicate with the Keypad Displays (KPDISPs). Communication must be properly set up for downloading information from the KPDISP-CF to the hardware (KPDISPs) of your system.

Before you start

As a user of the KPDISP-CF program, you should be familiar with the general physical layout of your site, and the fire alarm and security equipment your building employs. (Example: how keypads are used to arm and disarm partitions.)

If you are unsure about these items, check with your integrated system installer.

Chapter 1
Introduction

Summary

Welcome to the Keypad Display Configuration (KPDISP-CF) software. The KPDISP-CF is feature-rich software that makes it easier and more efficient to manage your Keypad Displays (KPDISPs). This chapter introduces the KPDISP-CF program, and discusses the program's functions within an integrated life safety system. It also covers the conventions we use in this manual when giving the instructions for completing specific tasks.

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Using this manual

Mouse vs. keyboard

The KPDISP-CF design makes full use of the mouse when performing function commands, navigating within forms, and making selections. You may find it easier to use the keyboard for some functions, but be aware that a mouse is required for certain functions.

Whenever given the choice of using a keyboard or a mouse to perform window functions, choose the mouse. Most user actions performed in a Windows environment are easier using a mouse or some other pointing device.

Step-by-step instructions

The table below shows the conventions used in this manual.

Notation	Meaning
Ctrl + P	Simultaneous key press: Press and hold Ctrl, press and hold P, then release both keys
Alt, P, N	Sequence of key presses: Press and release Alt, press and release P, press and release N
Tip: Text of the tip	Tips give a keyboard shortcut or alternative method for the particular task
Note: Text of the note	Notes are important facts that can save you time or prevent serious mistakes

KPDISP-CF minimum system requirements

The KPDISP-CF is a PC portable, upgradeable software package. It runs on any Pentium 400 MHz or greater PC.

The following are the minimum system requirements for running the KPDISP-CF. Computers at or above this level should be fully capable of running the KPDISP-CF program.

- 400 MHz processor or higher
- 64 Mb RAM
- Windows 98 second edition*, ME*, 2000, or XP
- Internet Explorer 4.01 SP2 or greater
- Jet 4.0 SP3

- 16x CD-ROM Drive
- 650 Mb available hard disk space
- 800 x 600 video support
- Keyboard
- Mouse
- Modem, V.32bis 14.4 Kb (only if using a modem connection)

* Windows 98 and ME are recommended only for databases with less than 1,000 users.

System features

The KPDISP-CF provides a user-friendly environment for configuring your KPDISPs. It makes managing your fire and security system easier and more efficient.

The KPDISP-CF includes these features:

- Data import from several commonly used databases
- Filter-defined search capability for KPDISP user
- User data import from an external file
- Administrator definable operator privileges
- Access levels to control fire alarm and security privileges
- Database reports
- Encrypted external communications

Setting up the KPDISP-CF software

The sequence used to set up the KPDISP-CF is very important. The organization of this manual serves as a guide for the first-time user. It presents the Keypad Display Configuration (KPDISP-CF) functions and commands in the order in which you will use them to set up the system.

The KPDISP-CF was designed for three levels of user: administrators, operators, and people. The administrator has all privileges, and configures essential aspects of the system. The administrator also creates operators and assigns

their privileges. Operators maintain the KPDISP-CF database adding, changing, or removing people as required.

If you are an administrator, follow the general steps presented below to set up the system. If you are an operator, proceed to Chapter 6, “People” in the *Keypad Display Configuration User Manual*.

To set up your system:

1. Install the software.
2. Log on to the software. Refer to Chapter 2 “Getting started.”
3. Import the project’s Resource Profile (RP) zip file (if this was not already done by your installer). Refer to Chapter 3 “Setting up a keypad display system.”
4. Review the administrator operations of the KPDISP-CF software. Refer to Chapter 4 “Administrator operations.”
5. Configure the system. Refer to Chapter 5 “System and hardware configuration.”
6. Create and set privileges for the operators who will be using the KPDISP-CF software. Refer to Chapter 6 “Operators.”
7. Set up tasks to automate routine functions. Refer to Chapter 7 “Tasks.”
8. Set up the outbound ports and routes. Outbound ports and routes determine how the KPDISP-CF will download information. Refer to Chapter 8 “Outbound ports and routes.”
9. Set up access levels. Attach the appropriate privileges to each access level created. Refer to Chapter 5, “Access levels” in the *Keypad Display Configuration User Manual*.

   Note: To improve the overall performance of the KPDISP-CF, download after creating your access levels.
10. Set up all the users (people) that will access the KPDISPs. Each person must be assigned at least one access level, an access ID and a password. Refer to Chapter 6, “People” in the *Keypad Display Configuration User Manual*.

    Note: To improve the overall performance of the KPDISP-CF, download after creating each 100 people.
11. Select and print any of the default reports provided, or create custom reports for your specific needs. Refer to Chapter 7, “Reports” in the *Keypad Display Configuration User Manual*.

Chapter 2
Getting started

Summary

This chapter defines the process of logging on to the KPDISP-CF for the first time.

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Starting the program

The KPDISP-CF uses the familiar Windows interface. If you are familiar with the Windows environment, you should have no problems using the KPDISP-CF.

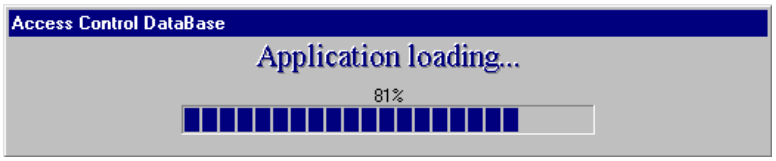
Install the software by following the instructions in the *Access Control Database Software Installation Guide* P/N 3100136 that comes with the software.

To start the program:

1. Click Start > Programs > Access Control DataBase > KeyPad Display Configuration, or double-click the KeyPad Display Configuration icon on your desktop.

   The KPDISP-CF displays a progress bar indicating that the program is starting.

KPDISP-CF progress bar at startup



   Once the starting sequence is complete, the KPDISP-CF displays its start screen.

   The KPDISP-CF start screen lets you log on to the software

From the start screen, you have four options:

- Log In

- Exit
- Help
- About

Log In

The Log In option is the entry point for using the software. Users are issued an operator ID and a password that lets them gain entry to the program and make modifications to their system.

Exit

The Exit option lets you exit from the program.

Help

The Help option launches an online version of this manual. The online version includes three navigation tabs:

- The Contents tab provides a table of contents view of the help system
- The Index tab is an alphabetical list of terms. Use the index to find topics associated with each term.
- The Search tab lets you search for keywords you enter. This is generally the fastest method of locating answers to your questions.

About

The About option brings up a box displaying the current version of the KPDISP-CF software. This information is useful if you decide to upgrade your software and need to know what version you are currently running.

Logging on for the first time

The *integrated system installer* is typically an employee of the company that installed your integrated system. Before anyone can use the KPDISP-CF, the installer must create and import a Resource Profile (RP) file. The KPDISP-CF does not become fully functional until an RP file has been imported into the KPDISP-CF by the installer.

Logging on as an installer

Before importing an RP file, you can only log on to the KPDISP-CF as the installer. After an RP file has been imported, the KPDISP-CF creates an

administrator ID and a password. Begin by logging on to the software as the installer.

Note: The initial installer password is 3333. We suggest that you change the installer password after your initial logon. Make sure to record and save the revised password in a safe place.

Tip: Operator IDs and passwords are not case sensitive so it makes no difference if you type in all caps, in lowercase, or a combination of both.

To log in as the installer:

1. Click Start > Programs > Access Control DataBase > KeyPad Display Configuration, or double-click the KeyPad Display Configuration icon on your desktop.
2. Click Log In on the start screen.
3. Type INSTALLER in the Operator ID field.
4. Type the password (3333) into the Password field.
5. Click OK.

The system will log you on as an installer. The installer only sees a limited view of the software. The installer is prevented from adding or modifying people, access levels, reports, and operators. This protects the end user from unauthorized entries to the system. The primary function for an installer is to import the RP file.

Changing the installer password

The KPDISP-CF recommends that you change the installer password after your initial logon. Make sure to record the new password in a safe place.

Tip: Press Alt + T, O to launch the options dialog box.

To change your password from the Tools menu:

1. From the Tools menu, click Options.
2. Click the Operator tab.
3. Click Password Modify button.
4. Type your current password (3333).
5. Type the new password.
6. Retype the new password to confirm it.
7. Click Modify to change the password.

8. Click OK to accept the new password.

After logging on as an installer, your next task is to import an RP file. Refer to Chapter 3 “Setting up a keypad display system” for more information.

Chapter 3
Setting up a keypad display system

Summary

This chapter defines the process of setting up a keypad display system including the importing of the Resource Profile (RP) file for your company. Not all of the KPDISP-CF's features and functions become active until an RP file is imported.

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What is an RP file?

The *RP file* defines the integrated system for the KPDISP-CF program. It includes detailed information about each KPDISP and partition used in your system. It contains the following:

- KPDISPs, partitions, and buildings in the system
- Routing required to access each device for downloads
- KPDISP fire alarm command privileges
- Primary partition for each KPDISP
- Number of allocated people for each KPDISP
- Number of allocated access levels for each KPDISP
- All MODCOM (integrated system dialer/modem card) information

After the RP file is imported, the system automatically assigns an administrator ID and password. The administrator has all privileges to the KPDISP-CF.

Note: Your integrated system installer creates the RP file. He may also import the RP file into the KPDISP-CF. If your installer has already imported the RP file, he should have given you the administrator ID and password. If you have been given the administrator ID and password, proceed to “Logging on after RP file import” later in this chapter. If the installer has not imported the RP file, you may do so now by logging on as the installer and following the instructions in “Importing an RP file.”

Importing an RP file

After logging on as an installer, your next task is to import an RP file. The integrated system installer should have given you the RP file for your company. The RP file contains the database for a single site. This includes information about the company, buildings, partitions, and KPDISPs.

Company

A system can have one or more companies. Each company has a separate RP file. Each RP file is imported into the KPDISP-CF separately. This lets each company manage their own KPDISP-CF database.

Site

The integrated system installer uses the System Definition Utility (SDU) program to create a project. Each SDU project represents a single site. The KPDISP-CF

creates a site when importing the RP file. A company with multiple SDU projects (in a single location or in multiple locations) has multiple sites, one site for each SDU project.

Building

Buildings are created by the Resource Profile Manager tool in the SDU. Partitions, CRCs, and KPDISPs are assigned to the individual buildings that they reside in.

Depending on your particular configuration, the RP file or RP files are imported into the KPDISP-CF in one of the following structures:

- One company, one site, and one building
- One company, one site, and multiple buildings
- One company, multiple sites, and one building
- One company, multiple sites, and multiple buildings
- Multiple companies, one site, and one building
- Multiple companies, one site, and multiple buildings
- Multiple companies, multiple sites, and one building
- Multiple companies, multiple sites, and multiple buildings

Each RP file represents one site of one company. A large company may have multiple sites.

Example: A company has two different locations of operation. One is in New York and the other is in Tennessee. Each site would have a separate RP file.

You can only import one RP file at a time. Importing the first RP file defines the company. If you have two sites, you import the second RP file into the existing company.

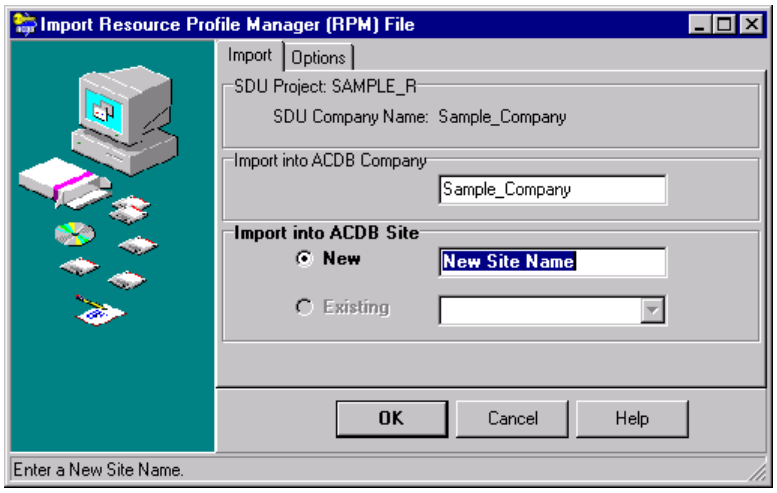
Note: To import additional RP files into an existing company, you must log off as the installer and log on as the administrator (ADMIN1).

At the end of the import, the KPDISP-CF assigns an administrator ID and password, using the default password ADMIN.

Each company is assigned an administrator ID after the RP file is imported. You can use this ID and password to begin to add information to your KPDISP-CF system.

The default operator ID is ADMIN1, with password ADMIN. ADMIN1 is always used for the first company imported into the KPDISP-CF. If a second company is imported, the operator ID is ADMIN2, again using password ADMIN.

If your integrated system installer has not completed or given you your RP file, proceed to “Importing a sample RP file” in this chapter. Importing a sample RP file will allow you to begin working with the software while your installer completes your RP file.



Before using the KPDISP-CF you must import an RP file, using the Import Resource Profile Manager (RPM) File dialog box.

Tip: Press Alt + F, I, R to launch the Import Resource Profile (RPM) File dialog box.

To import an RP file:

1. From the file menu, click Import > RPM Configuration Information.
2. Locate the RP zip file you want to import, select it, and click Open. (RP files have the extension zip.).

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
3. Click OK to confirm that the KPDISP-CF has extracted your database.
4. Type a company name if your company name does not match the company name given.
5. Type a Site name.

   The site is new, since this is the first RP file import. An example of a site name is Chicago Campus or North Campus.
6. Click OK.

   Note: The system displays the administrator operator ID and password. Write these down in a safe place.
7. Click OK.

Note: To improve the performance of the KPDISP-CF and assure hardware connection, we recommend that you download to the hardware of your system immediately after importing your RP file. Log on as the administrator to download. See Chapter 8 “Outbound ports and routes” for information on configuring the KPDISP-CF for downloading.

Verify the imported information

After your RP file is imported into the system, you will be able to see the project tree on the Administration > System tab.

Sites, buildings, partitions, and KPDISPs are sub levels of the company and their icons are not displayed in the collapsed tree view. To view all levels of the project, expand the tree view by clicking the plus signs next to the icons.

You should review the information that your integrated system installer entered for your company and buildings. We will show you how to correct any errors in the chapters that follow. It is important to remember that when you make changes to the RP file you should contact your integrated system installer to inform them of the corrections.

For installer contact information click on the Hardware View tab and the SDU icon in your company tree.

Since you have just imported your actual RP file, skip the next topic and proceed to “Logging on after RP file import” in this chapter.

Importing a sample RP file

If your integrated system installer has not given you an RP file because it is still being developed, then you can import a sample RP file. By importing a sample RP file, you can start adding information to the KPDISP-CF database while the installer completes your RP file.

The sample RP file gives you full access to the KPDISP-CF software. It gives you a visual representation of what a company, a site, a building, and a keypad look like in the KPDISP-CF.

Note: It is important that you do not download information while the sample RP file is in your database. When you exit from the KPDISP-CF, you are prompted to send hardware updates to the system. Click No while the sample RP file is in your database.

When you receive your company’s RP file, you need to import it into the KPDISP-CF, and then remove the sample RP file hardware.

What you should and should not add to the sample database

While your real RP file is being completed, you can begin to add information to your database by importing the sample RP file. It is important to follow these instructions on what you should and should not add to the KPDISP-CF. Information added that is not listed will be lost when the real RP file is imported

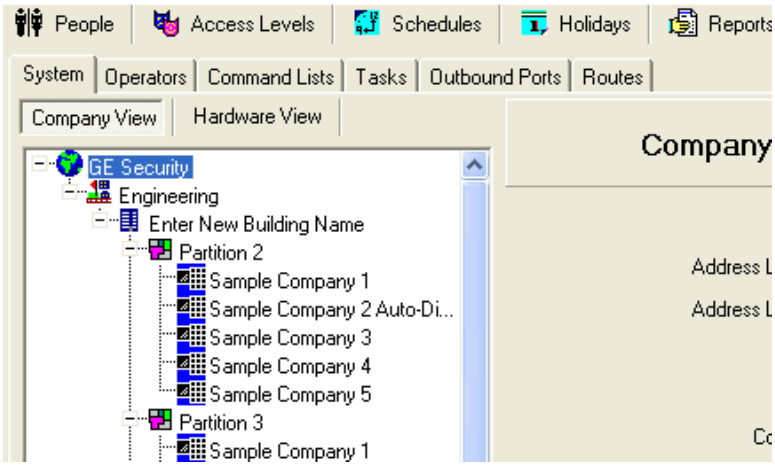
What you can add:

- Operators
- People

When adding people, do not download people to the hardware of your system.

What you should not add:

- Tasks
- Reports
- Access levels



When importing a sample file make sure to enter your company's name and site.

Tip: Press Alt + F, I, R to launch the Import Resource Profile (RPM) File dialog box.

To import a sample RP file:

1. Log on to the KPDISP-CF as the installer.
2. From the File menu, click Import > RPM Configuration Information.
3. Locate the Sample_Company ZIP file on your installation CD, select it, and Click Open.
4. Click OK to confirm that the database has been extracted.

5. Enter your company's name.
6. Type the Site name.

   The site is new, since this is the first RP file import. An example of a site name is Chicago Campus or North Campus. If you do not know your site name, you may enter a sample site name that can be removed later.
7. Select your language.
8. Click OK.

   Note: The system displays the administrator operator ID and password. Write these down in a safe place.
9. Click OK.

Note: Once you have imported the Sample RP file, do not download to the hardware of your system.

View the imported information

After you have imported the sample RP file, log on to the KPDISP-CF as the administrator. You will now see the project tree on the Administration > System tab. Sites, buildings, partitions, and KPDISPs are sub levels of the company and their icons are not displayed in the collapsed tree view. To view all levels of the project, expand the tree view by clicking the plus signs next to the icons.

Importing the real RP file into the sample RP file

The sample RP file is only meant to be used temporally, while your real RP file is being completed. The sample RP file lets you access all features of the KPDISP-CF so you can begin to add information to the KPDISP-CF database. Once you receive the completed RP file, import it into the KPDISP-CF, and then remove the sample RP file hardware. This removes the sample hardware while preserving any database entries you've already made.

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

To import the real RP file into the sample RP file:

1. Log on to the system as the administrator.
2. From the File menu, click Import > RPM Configuration Information.
3. Locate and select the real RP ZIP file you want to import and click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.

4. Click OK to confirm that the database has been extracted.
5. Click OK to confirm that you are importing a new project into the KPDISP-CF.
6. Click New or Existing for the KPDISP-CF site.

   When you imported the sample RP file, if you entered a sample site name then click New and enter the correct name for your site.

   When you imported the sample RP file, if you entered your correct site name then click Existing and select the site name from the list.
7. In the Options tab, click an Update Option.

   Note: The overwrite options do *not* apply to the hardware of your system. All KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and to building address and building contact information.
8. Click OK.

Removing the sample RP file hardware

Now that you have imported your real RP file, you can remove the sample RP file hardware from your system. By clicking the Hardware > System > Hardware View tab, you can see two SDU projects in the tree. One is your real SDU project and one is labeled Sample R.

You want to remove the Sample R SDU project from your database. This removes the sample project and all the hardware associated with it.

After the sample SDU project has been deleted, you can delete the associated sample site name if required. The site can not be deleted until you have deleted the sample SDU project. Deleting a site removes the site name from the company tree.

To remove the sample RP file:

1. Log on to the KPDISP-CF as the administrator.
2. Click the Administration > System > Hardware View tab.
3. Select the SDU project labeled Sample R.
4. From the File menu, select Delete or click the Delete button from the toolbar.
5. Click Yes to confirm the deletion of the SDU project.
6. Click OK.
7. Click the System View tab.
8. Select the Sample Site name.

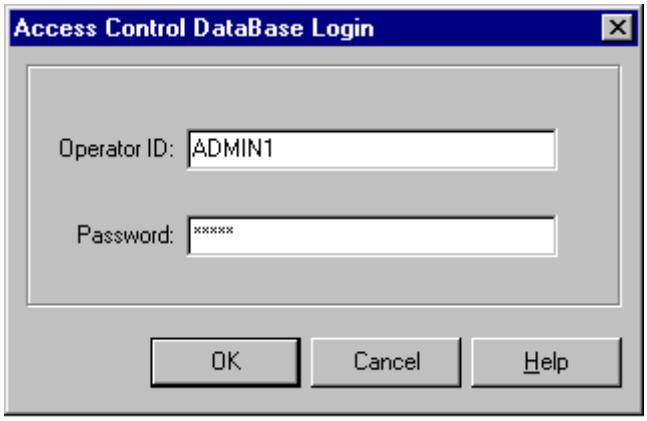
9. From the File menu, select Delete or click the Delete button from the toolbar.
10. Click OK.

This removes the sample hardware from your database. You can now configure your complete KPDISP-CF database.

Note: To improve the performance of the KPDISP-CF and assure hardware connection, we recommend that you download to your system at this point. See Chapter 8 “Outbound ports and routes” for information on configuring the KPDISP-CF for downloading.

Logging on after RP file import

After the RP file has been imported, you will need to log out of the system as the installer and log on as the administrator, using the Operator ID and Password you wrote down.



The ADMIN1 Operator ID is always used for the first company imported

Tip: Operator IDs and passwords are not case sensitive so it makes no difference whether you type in all caps, in lowercase, or in a combination of both.

To log on after an RP file import:

1. On the Action menu, click Login.

   The Login command logs you off as the installer and then lets you log on as a new operator.
2. Click the OK button to log off as the installer.
3. Type your operator ID, e.g. ADMIN1.
4. Type your password, e.g. ADMIN.

5. Click OK to log on as the administrator.

Note: The password “ADMIN” should only be used the first time you log on to the KPDISP-CF. Once you log on, we strongly recommend that you change the password. ADMIN1 is the operator ID you use to create all other operators. See Chapter 6 “Operators.”

After you log on, the program displays the KPDISP-CF window with all features and functions active.

Importing an RP file into an existing company

You’ll need to import an RP file into an existing company whenever:

- You change the configuration of your system
- You import a new SDU project into your company

Modifications to the existing SDU project

There may come a time when the configuration of your company’s system (referred to as an SDU project) is changed or modified. Any changes to the company, site, buildings, partitions, or KPDISPs requires an updated RP file. Import the updated RP file into the existing company and the existing site. Possible changes include the following:

- Changes to the existing hardware of your SDU project
- The addition of hardware to your SDU project
- The removal of hardware from your SDU project

Note: To import the SDU project into the existing company in the KPDISP-CF, the SDU project must be the same project file that was originally imported. You cannot recreate the project in the SDU and then import it into the existing company.

Importing into an existing company is much the same as importing a new RP file, except that the imported information goes into the existing company and existing site. This replaces the old company information with the new information. Importing an RP file into an existing company and existing site has no impact on your existing KPDISP-CF database.

After the updated RP file has been imported, the KPDISP-CF displays your new hardware configuration on the Hardware > System tab.

Note: You can only import an RP file into an existing company when logged on to the KPDISP-CF as an administrator (ADMIN1).

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

To modify the existing SDU project:

1. Log on to the system as the administrator.
2. From the File menu, click Import > RPM Configuration Information.
3. Locate and select the updated RP ZIP file you want to import and click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
4. Click OK to confirm that the database has been extracted.
5. Click OK.
6. In the Options tab, click an Update Option, then click Done.
   - Always overwrite with data from import
   - Ask for each change
   - Never overwrite

   Note: The overwrite options do *not* apply to the hardware of your system. All KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and to building address and building contact information.
7. Click OK.

Importing a new SDU project

If your company has more than one SDU project, both projects can be maintained in a single KPDISP-CF database. Each SDU project is represented by a single RP file. After the first RP file is imported, the additional RP files are imported into the existing company. Both projects are maintained in a single KPDISP-CF database.

There are two ways to import a new SDU project into the KPDISP-CF:

- Import the new SDU project into a new site
- Import the new SDU project into the existing site

If your additional SDU project represents a separate location, then import the RP file into a new site.

Example: company has two different locations of operation. One is in New York and the other is in Tennessee. Each site has a separate RP file but both are maintained in a single database.

If your additional SDU project represents a separate project from the same building, then import the RP file into the existing site.

Example: A large site contains two SDU projects. Each project is imported into the KPDISP-CF separately. Both projects can be maintained with a single KPDISP-CF database.

Note: You can only import an RP file into an existing company when logged on to the KPDISP-CF as an administrator.

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

To import a new SDU project:

1. Log on to the system as the administrator.
2. From the File menu, click Import > RPM Configuration Information.
3. Locate and select the updated RP ZIP file you want to import and click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
4. Click OK to confirm that the database has been extracted.
5. Click OK to confirm that you are importing a new SDU project.
6. Type the new site or select the existing site and click OK.

   Type new site for a project from a separate location.

   Select the existing site if the project is from the same building.
7. If you selected an existing site, select an existing building where the project is located.

   A project being imported into an existing building can contain no more than one building.
8. In the Options tab, click an Update Option, then click Done.

   Note: The overwrite options do *not* apply to the hardware of your system. All KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and to building address and building contact information.
9. Click OK.

Deleting an SDU project and a site

Each RP import represents an SDU project and a site. A company in the KPDISP-CF can contain multiple projects and sites. If needed, you can delete an SDU project from the KPDISP-CF database. Deleting the SDU project does not delete any data from the database but removes all buildings, partitions, and KPDISPs associated with the project.

After the SDU project has been deleted, you can delete the associated site. The site can not be deleted until you have deleted the SDU project. Deleting a site removes the site name from the company tree.

To delete an SDU project and site you must log on as the administrator or the installer.

Note: If users have an access level that has KPDISPs in the SDU project being deleted, their status may become inaccurate.

To delete a SDU project and a site:

1. Log on to the KPDISP-CF as the administrator or the installer.
2. Click the Administration > System > Hardware View tab.
3. Select the SDU icon that you want to delete.
4. From the File menu, click Delete or click the Delete button on the toolbar.
5. Click Yes to delete the SDU project.
6. Click OK.
7. Click the System View tab.
8. Select the associated site.
9. From the File menu, click Delete or click the Delete button on the toolbar.
10. Click OK.

Deleting a company

If needed, you can delete a company from the KPDISP-CF database. A company represents all RP imports including all sites, buildings, partitions, KPDISPs, and MODCOMs. Deleting the company removes all RP files and data from the database (people, access levels, etc.). After the company has been deleted, you can import a RP file that contains the correct information for your company.

To delete a company you must log on to the KPDISP-CF as the Installer. Refer to “Logging on as an installer” in Chapter 2 for information on how to log on as the installer.

To delete a company:

1. Log on to the KPDISP-CF as the installer.
2. Select the company icon that you want to delete.
3. From the File menu, click Delete or click the Delete button on the toolbar.
4. Click Yes to delete the RP file.

The KPDISP-CF shuts down after deleting the RP file. Simply restart the KPDISP-CF to continue operations.

Chapter 4
Administrator operations

Summary

Efficient operation of the KPDISP-CF system depends on several key administrator operations. These configure and maintain the KPDISP-CF so daily operations go smoothly. This chapter describes the key administration operations you will need to perform.

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Entering a startup screen caption

When you open the KPDISP-CF program, it displays the startup screen, as shown below. The startup screen has a caption at the bottom. You can edit the caption to suit your needs. The caption can contain up to forty characters.

Note: Normally your integrated system installer enters the caption for you. In order to enter or edit the startup screen caption you must be log on to the software as the installer. Refer to Chapter 2 “Getting started” for further information on logging on as an installer.

Startup screen with sample caption

Tip: Press Alt + T, O to launch the Option dialog box.

Entering a startup screen caption:

1. Log on to the KPDISP-CF as the installer.
2. From the Tools menu, click Options.
3. Click the Installer tab.
4. In Splash Caption, type the caption text, as you want it to appear on the start screen.
5. Click Apply.
6. Click OK.

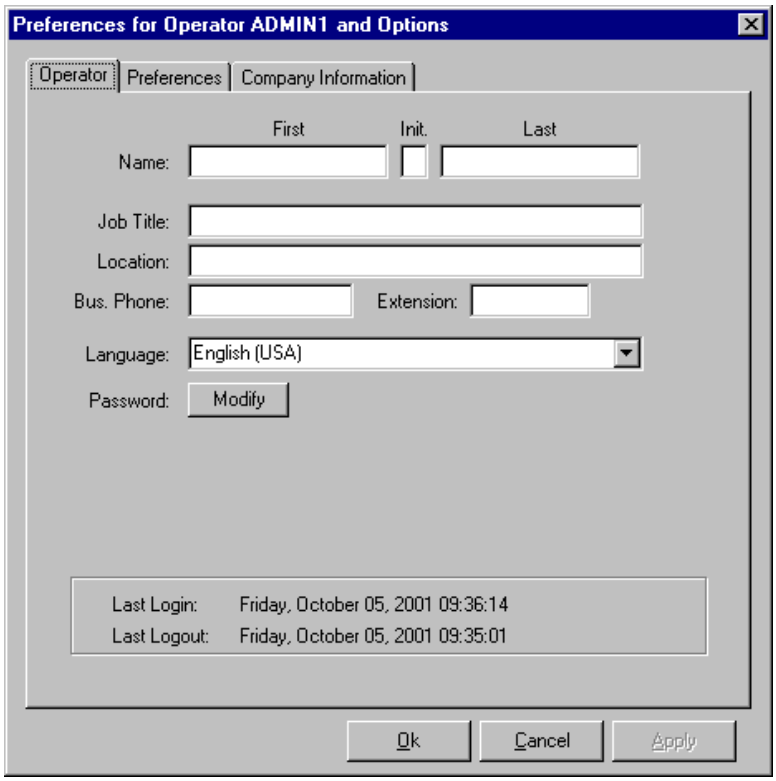
The next time you start the KPDISP-CF, the KPDISP-CF displays the modified caption at the bottom of the startup screen.

Setting system options and preferences

Selecting Options from the Tools menu lets you create and modify many system options and preferences. These include:

- Current operator information and password
- KPDISP-CF preferences for current operator
- Company address, contact information, and defaults

Preferences and Options dialog box for ADMIN



Operator tab

The Operator tab lets you view information for the operator currently logged on. You can also change the operator's password using this tab.

The Operator tab also shows the date and time for the current operator's last session. See Chapter 6 "Operators" for detailed information regarding operators.

Preferences tab

Preferences are set for the current operator of the KPDISP-CF. Operators can set their own preferences. The Preference tab is divided into three subtabs:

- General
- Confirmations
- Diagnostics

General tab

The General tab has the following fields:

- Time Display: Determines whether time is displayed in 12 hour or 24 hour format.
- Date Display: Determines whether dates are displayed in short or long date format.

  Example of long date: Thursday, January 11th, 2001

  Example of short date: 01/11/01
- Automatic Logout: Sets the program to automatically log you off after a specified time.

In addition there is a group of fields called Miscellaneous options. This includes:

- Weeks Start On Sunday: Determines the starting day (Sunday or Monday) for calendars.
- Restore to Last Context: Saves your location in the KPDISP-CF and starts each session where you ended the previous session. Normally, the software opens at the People tab.
- Restore Last Operator ID at Login: Retains your login ID when logging on to the software.

Confirmations tab

For some actions, the system displays a confirmation dialog box. You can choose whether or not the system displays confirmation dialogs for the following actions:

- Deleting photos
- Setting privileges
- Resetting privileges
- Adding command lists
- Deleting command lists

Diagnostic tab

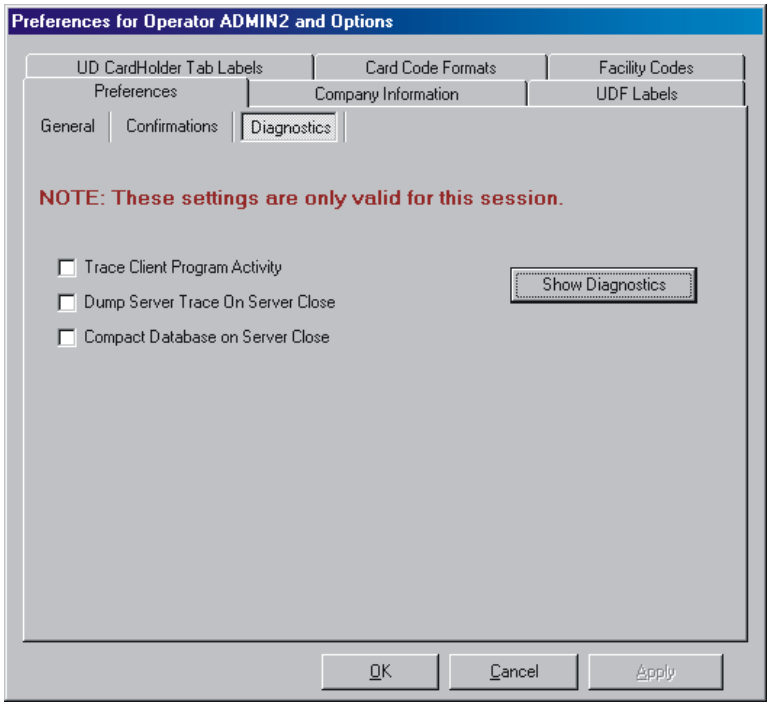
The Preferences tab provides diagnostic information for client activity within the KPDISP-CF. It contains three check boxes.

- Trace Client Program Activity
- Dump Server Trace On Server Close
- Compact Database on Server Close

Only use Trace Client Program Activity and Dump Server Trace on Server Close when directed by technical support.

Compact Database on Server Close ensures optimal performance of the KPDISP-CF and should be performed on a regular basis. As you run the KPDISP-CF, the database can become fragmented and use disk space inefficiently. When you check Compact Database on Server Close, the KPDISP-CF compacts the database and rearranges files more efficiently when you exit the program. Compact Database on Server Close is cleared each time you exit from the KPDISP-CF and must be rechecked as required.

Note: The database is compacted automatically when you back up. For more information, see “Backing up your system” in this chapter.



The Diagnostics tab lets you compact your KPDISP-CF database when the application is closed.

Company Information tab

General tab

Company information is the information specific to the owner and controller of the entire site. This information includes the company address and contact information.

Typically, the Resource Profile (RP) file provides company information. The company information is imported into the KPDISP-CF along with your site information, but you can revise the imported information as required. See Chapter 5 “System and hardware configuration” for further information.

The KPDISP-CF supports multiple languages. The language set for the company is the default language for each operator of the KPDISP-CF. Operator languages can be changed for each individual operator.

Note: If you make changes to the company information, contact your integrated system installer and inform him of the corrections. For installer contact information, click the Hardware View tab and the SDU icon in your company tree. The installer will need the information to correct his records for future contact with you.

Saving your changes

Saving is very important to maintain correct and current data in your system. Saving is the only way to update the database with any changes or additions that you make. An item is not recognized as a permanent record until it is saved.

Tips

- A tab with an asterisk (*) on either side of the tab name shows that information on the tab has been modified but not saved. When the information is saved the asterisks are removed.

- Press Alt + F, S to save.

To save your changes:

- On the File menu, click Save, or click the Save button on the toolbar.

Note: When you save data within a tab of the KPDISP-CF, only the information in that tab is saved

If information is not saved and you try to exit from the KPDISP-CF, a dialog box is displayed reminding you to save before exiting.

Downloading information

Once information has been entered into the KPDISP-CF, the data must be downloaded to your system. Only after the information has been downloaded will users be able to log on to the KPDISPs.

Any time changes are made to the KPDISP-CF that affect your system, the revised data must be downloaded. No changes will be active in the KPDISPs until they are downloaded.

For you to be able to download to the KPDISPs, the Outbound port and Route of the KPDISP-CF must be configured. For further information, see Chapter 8 “Outbound ports and routes.”

Note: You can download changes to your system at any time or from any tab within the software. Make sure all information has been saved before downloading.

To download changes to KPDISPs:

1. From the File menu, click Send Changes, or click the Send Changes button on the toolbar.

Note: Verify that the date and time are current at the system panel. Incorrect date and time causes incorrect operation of the system.

When to download

To improve the performance of the KPDISP-CF, we recommend that downloads are performed at specific times while setting up your database. Here are the times when you should download:

- After importing the RP file for your company
- After creating and activating each 100 people

Downloading failure

When a yellow X is displayed over a KPDISP this indicates that the system failed to download to the KPDISP. This can be seen from the tree view in the Access Levels tab or the Administration > System tab.

If you see a yellow X over a KPDISP, confirm that the device has not been removed from your system and that it is functioning properly. Also, confirm that you have configured your outbound ports and routes properly.

The yellow X over a KPDISP shows that the KPDISP-CF could not download to it because of a communication error.

Assigning central monitoring station user IDs

When an event is reported to a central monitoring station (CMS), the CMS uses the assigned user ID to identify the individual that created the event.

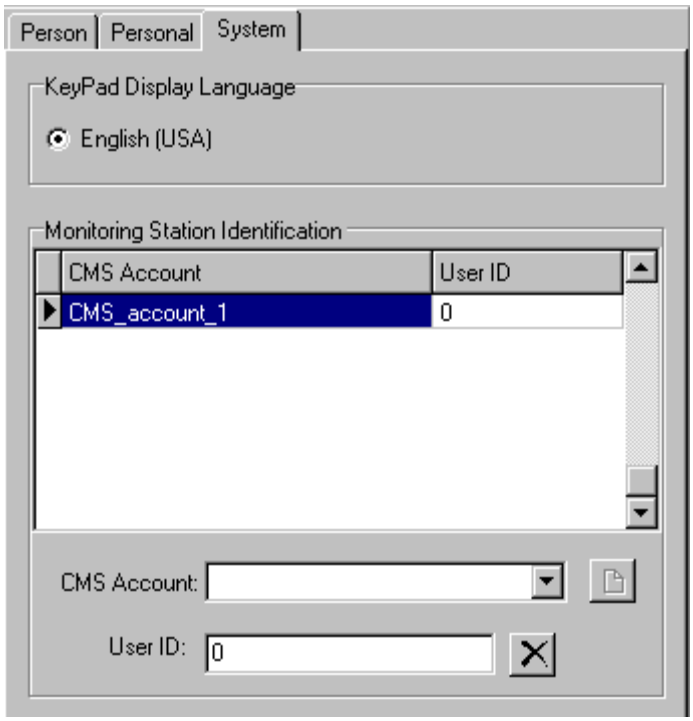
Your site may report events to several CMSs or alpha numeric pagers. An individual can have multiple CMS user IDs, but each ID must be unique for a given CMS account.

The People > System tab lets you assign a CMS user ID to an individual. A user can have up to three assigned user ID numbers..

Each CMS has an account for your company. The CMS accounts are created by your installer and imported with your RP file. You can have multiple CMS accounts and a corresponding CMS user ID for each user.

After assigning CMS user IDs to all individuals, you need to run the User ID Translation Report and send it to the CMS. See Chapter 7, “Reports” in the *Keypad Display Configuration User Manual* for more information on the User ID Translation Report.

Note: Using a CMS account, requires coordination between the KPDISP-CF and the integrated system. Contact your installer for further information..



The People > System tab lets you assign CMS user ID numbers to individual users.

To assign a CMS user ID:

1. Click the People > System tab.
2. In the left pane, select the user to whom you want to assign a CMS user ID.
3. In the CMS Account list, select the CMS account for which you want to assign a user ID.
4. Click the New button next to the CMS Account field.

   The KDC assigns the next available CMS user ID number to the individual.
5. Save the record.

Note: If all CMS user IDs have been assigned, the KPDISP-CF will create groups of users, sharing the same user ID.

Modifying a CMS user ID

You can modify a CMS user ID. After you modify the user ID, be sure to notify the CMS of the new user ID. You may want to send a copy of the User ID Translation Report.

If the CMS user ID is already used by another individual, the KPDISP-CF displays a message. Choose another user ID that is not in use.

To modify a CMS user ID:

1. Click the People > System tab.
2. In the left pane, select the user whose CMS user ID you want to modify.
3. In User ID, type the new ID.
4. Save the record.

Deleting a CMS user ID

If your company switches CMS accounts or no longer wishes to use a CMS account, the CMS user ID for that account can be deleted from a record.

To delete a CMS user ID:

1. Click the People > System tab.
2. In the left pane, select the user from whom you wish to delete a CMS user ID.
3. Click the Delete button next to the User ID field.

   The KPDISP-CF removes the CMS account and user ID.
4. Save the record.

Importing users from an external database

The KPDISP-CF lets you import users from an external source. You may already have individuals entered into a card access or human resource program. Rather than having to reenter the information into the KPDISP-CF, you can move data from an external database to the KPDISP-CF database. This offers a huge saving in time and resources when first setting up your system.

The database import utility lets you match fields from your existing database to fields in the KPDISP-CF. You can import files from any OLE DB Providers installed on your PC.

Note: Importing data from an external source is an advanced procedure, which requires knowledge of Open Database Connectivity (ODBC). Consult with your company's IT professional about ODBC issues.

The procedures that follow are based on the import of a Microsoft Access database. In general, you will follow these steps to import user data:

1. Start the database import utility.
2. Create an import definition.

3. Assign import fields.
4. Import the data.

Start the database import utility

All import procedures start from the Database Import Utility dialog box. All the procedures described below start and end at this dialog box.

To start the database import utility:

1. Click File > Import > External Card Holders.

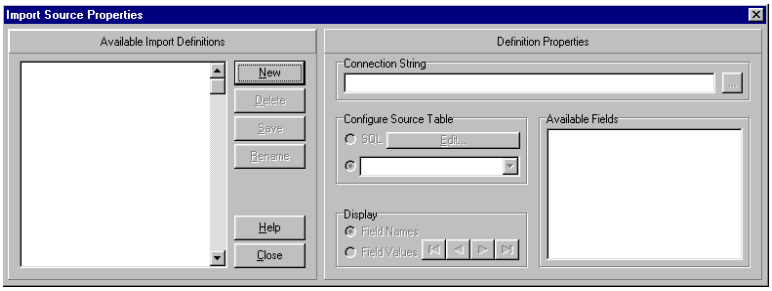
Creating an import definition

definition for the external database. The import definition defines what type of data is being imported and where the file is located. It also lets you select the database table you want to import.

You can create multiple import definitions for external databases. This can be from the same database or different databases.

You will follow these steps to create an import definition:

1. Create a new import definition.
2. Create a connection string.
3. Select the database table to import.



The Import Source Properties dialog box defines what type of data is being imported and where the file is located

Creating a new import definition

To create a new import definition:

1. In the Database Import Utility dialog box, click Source.
2. Click New.

3. Type a name for the import definition.
4. Click OK.

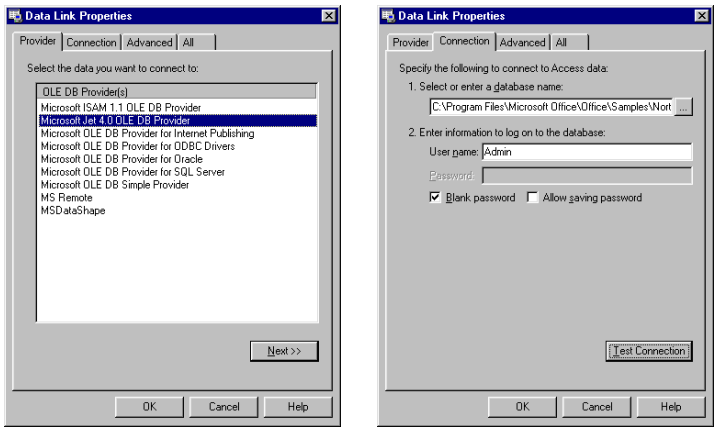
Creating a connection string

The connection string identifies the source database you want to import. By clicking the Browse button (...), you open the Data Link Properties dialog box. The Data Link Properties dialog box shows the OLE DB providers that are installed on your PC. For more information, click the help button in the Data Link Properties dialog box.

Example: If your existing database is a Microsoft Access file (file extension: MDB), then you will use the Microsoft Jet 4.0 OLE DB Provider. On the Connection tab, identify where your Microsoft Access database file is located and any log on information for the file.

Note: The following dialog boxes represent the example given. Your dialog boxes may vary depending on your system and on the database provider chosen.

Typical Data Link Properties dialog boxes for Microsoft Access



To create a connection string:

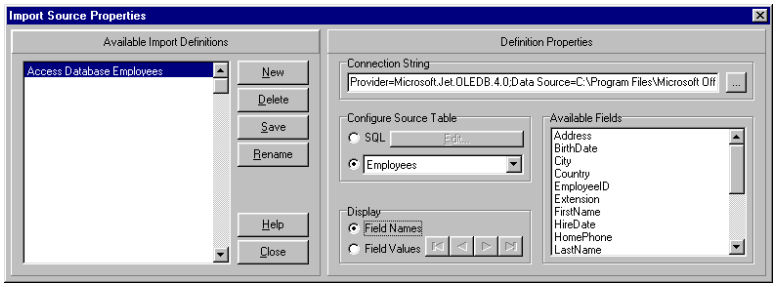
1. In the Connection String group, click the Browse button (...).
2. Select the OLE DB Provider for your external database.
3. Click Next.
4. Fill in the Connection tab information.

   Note: This dialog box varies according to which OLE DB Provider you have selected.
5. Click OK.

Selecting the database table to import

Once you have established the connection string for the external database, you need to select a specific table from the database. This table contains the data you want to import into the KPDISP-CF. Controls in the Configure Source Table group let you select any of the tables from the database or write an SQL statement.

Once you select the table from the database, the system displays the field names or the field values of the table. The field names or field values are displayed in the Available Fields list. This makes it easy to verify that you have selected the correct table for import. The field values are the actual data that the fields contain. If the field names and values do not appear to be the data you want to import, the source table may not be correct. Use the Configure Source Table controls to select the correct table.



After creating a connection string, you select a database table. The system displays the fields in the table.

To select the database table:

1. In the Configure Source Table group, click SQL to create a query, or click the list box to select a table.
2. If you clicked SQL, click Edit and write the SQL Statement.

   If you clicked the selection list, select the table you want to import the data from.
3. In the Display group, click Field Names and verify that the fields are the fields you want to import. The fields are displayed in the Available Fields list.

   Note: The fields displayed are the fields available for import. You decide which fields are actually imported in the step *Assigning fields to the KPDISP-CF database,* shown below.
4. In Display group, click Field Values and verify that the fields contain the data you want to import.

   Note: You can scroll through different records by clicking the forward and backward arrow buttons. The data is displayed in the Available Fields list.

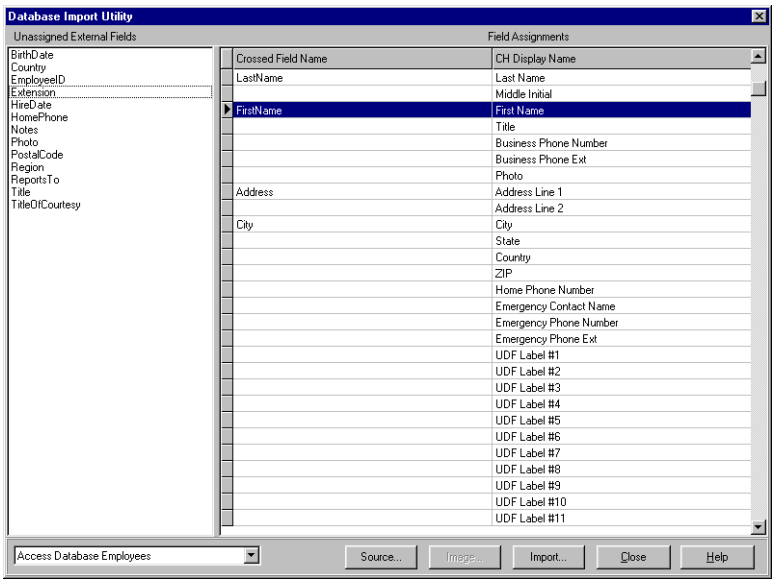
5. Click Save to save your import definition.
6. Click Close to close Import Source Properties dialog box.

The system returns you to the Database Import Utility dialog box for the next step in the process.

Assigning import fields

The Database Import Utility dialog box lets you select which fields you want to import and where you would like the data to be stored in the user records.

After you select an import definition, the fields from the external database are displayed in the Unassigned External Fields column on the left. Each of these fields can be dragged to the Crossed Field Name column. Drag the field to the corresponding row in the CH Display Name column. This is where the imported field will be stored and displayed in the KPDISP-CF.



You control the source and destination of imported data by clicking and dragging the external fields to the crossed field name column.

To assign import fields:

1. From the list in the lower-left corner of the dialog box, select the import definition you want to use.
2. From the Unassigned External Fields list, drag each field you want to import into the Crossed Field Name column. Place it beside the CH Display Name (KPDISP-CF field) in which the data should be stored.

Note: The CH Display Name is where the imported data will be stored in the KPDISP-CF. Not all fields need to be dragged from the Unassigned External Fields column to the Crossed Field Name column. Only drag the fields you want to import into the KPDISP-CF.

Importing the data

Once you have created your import definition and assigned your fields, you are ready to import the external data into the user records. Clicking Import in the Database Import dialog box opens the Cardholder Import dialog box.

The Cardholder Import dialog box requires the configuration of two import options. First, you must specify how the system handles import records that match existing records in the KPDISP-CF. Second, you must specify how the system handles mismatches between the format of import fields and KPDISP-CF fields.

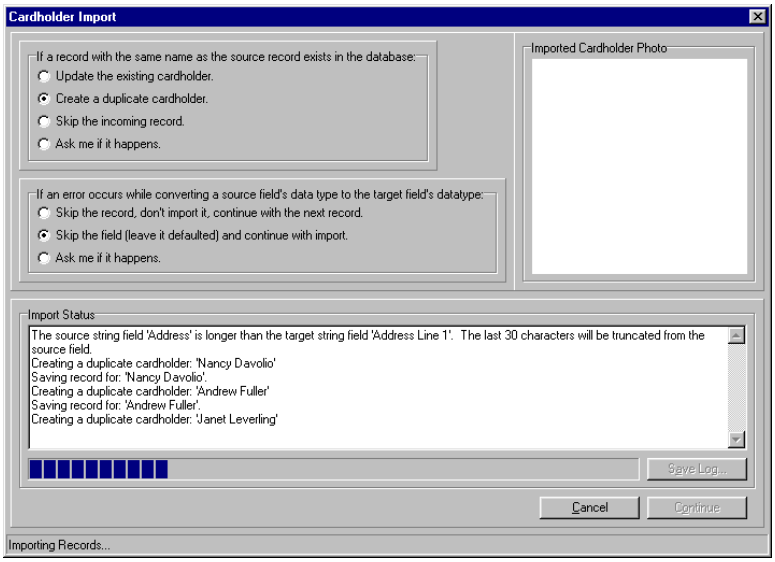
The Start button in the Cardholder Import dialog box changes its name as the import proceeds.

After you click the Start button, if the database import utility detects possible import problems, it displays appropriate messages in the Import Status list. Review the warning messages and save them if you wish. The Start button changes to the Continue button.

Clicking the Continue button resumes the import of the external data. As the data is being imported, the status is displayed in Import Status.

After importing the last record, the Start or Continue button becomes a Done button. Clicking Done closes the Cardholder Import dialog box. Clicking Close in the Database Import Utility dialog box returns you to the KPDISP-CF. The newly imported users are displayed in the People tab.

The Cardholder Import dialog box


Cardholder Import
If a record with the same name as the source record exists in the database:
Update the existing cardholder.
Create a duplicate cardholder.
Skip the incoming record.
Ask me if it happens.
Imported Cardholder Photo
If an error occurs while converting a source field's data type to the target field's datatype:
Skip the record, don't import it, continue with the next record.
Skip the field (leave it defaulted) and continue with import.
Ask me if it happens.
Import Status
The source string field 'Address' is longer than the target string field 'Address Line 1'. The last 30 characters will be truncated from the source field.
Creating a duplicate cardholder: 'Nancy Davolio'
Saving record for: 'Nancy Davolio'.
Creating a duplicate cardholder: 'Andrew Fuller'
Saving record for: 'Andrew Fuller'.
Creating a duplicate cardholder: 'Janet Leverling'
Save Log...
Cancel
Continue
Importing Records...

To import the data:

1. From the Database Import Utility dialog box, click Import.
2. In the cardholder import groups, click the radio buttons that indicate your preferences.
3. Click Start.
4. Acknowledge any warning messages. If you want to save the warnings, click the Save Log button.
5. After acknowledging any warning messages, click Continue to resume the import.
6. Click Done.
7. Click Close.

Backing up your system

Your system should be backed up on a regular basis. You should back up your system any time you make significant changes to the KPDISP-CF and at regular intervals.

By *backup,* we mean making and saving a copy of the KPDISP-CF.mdb file.

There are several ways to store your back up files. One popular way is with a 3.5-inch floppy drive. If the file is too large for a floppy disk, a Zip drive is an excellent alternative. Choose the method that is best for you.

The following instructions specify the default locations of system files. If you have installed the KPDISP-CF in a different directory, navigate to this location when selecting the ACDB.mdb file.

To back up your system:

1. Exit from the KPDISP-CF software program.
2. Run Windows Explorer.
3. In C:\Program Files\EST\Access Control Databases, select the ACDB.mdb file.
4. From the Edit menu, click Copy.
5. Navigate to the location where you would like to store a copy of the ACDB.mdb file.

   Example: Floppy drive or removable disk drive (Zip drive).
6. From the Edit menu, click Paste.
7. Once the files are copied, remove the disk and store it in a safe location.

Moving your database to a new PC

If you move the KPDISP-CF to a new computer, the database of the KPDISP-CF needs to be moved to the new PC. Moving the database is not a difficult process and can be done by following these simple steps.

The following instructions specify the default locations of system files. If you have installed the KPDISP-CF in a different directory, navigate to this location when selecting the ACDB.mdb file.

To move your database to a new PC:

1. Exit from the KPDISP-CF software program.
2. Run Windows Explorer on the existing computer.
3. In C:\Program Files\EST\Access Control Databases, select the ACDB.mdb file.
4. From the Edit menu, click Copy.
5. Click the floppy drive or the removable disk drive (Zip drive).

6. From the Edit menu, click Paste.
7. Install the KPDISP-CF software on the new computer.

   Refer to the *Access Control Database Software Installation Guide* (P/N 3100136) for instructions on installing the KPDISP-CF.
8. Insert the disk with the ACDB.mdb file in the new computer.
9. Run Windows Explorer.
10. From the inserted disk, select the ACDB.mdb file.
11. From the Edit menu, click Copy.
12. In C:\Program Files\EST\Access Control Databases, paste the ACDB.mdb file into the directory.

Note: When copying the ACDB.mdb file from one directory to another, verify that the attributes of the file are not set to Read-only. You can check the attributes of the file by right clicking on the file name and selecting Properties.

Exiting from the KPDISP-CF

You can exit from the KPDISP-CF at any time. If information needs to be saved before exiting, you will be prompted to do so. We recommend that you save all information before exiting.

If you have not downloaded changes to the KPDISPs, the system displays a confirmation dialog box. You can download your changes, or continue without downloading.

Tip: Press Alt + F, X to exit from the KPDISP-CF.

To exit from the KPDISP-CF:

1. From the File menu, click Exit, or click the Close button at the right end of the title bar.
2. If prompted to save, click Yes in all confirmation dialog boxes.
3. If prompted to download, click one of the download options:
   - Yes to perform the download now
   - No to exit without downloading
   - Cancel to return to the KPDISP-CF

After exiting, you can restart the program and log on just as before. Refer to Chapter 2 “Getting started” for further information about logging on to the KPDISP-CF.

Chapter 5
System and hardware configuration

Summary

This chapter defines the process of configuring your fire alarm and security system including Keypad Displays (KPDISPs).

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Configuring your system

The Administration > System tab shows an expanded tree view of your imported system. The Administration > System tab offers two views of your system. They are:

- Company view
- Hardware view

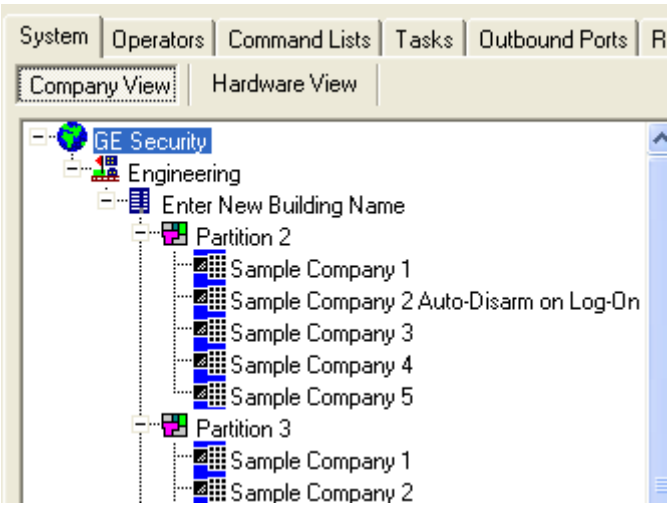
Both views are of the same system. They both show the same Company and Keypad Displays (KPDISPs). The hardware view shows the hardware of your system based on the way it is wired together. The company view shows the way your system is set up with respect to buildings and partitions.

The information for both views is provided on your Resource Profile (RP) disk. The hardware configuration information is imported into the KPDISP-CF along with the company view information. The KPDISP-CF offers the option of altering some of this information for security purposes.

Unless otherwise noted, all functions can be completed in either hardware or company view.

Configuring your system in company view

The company view shows you how your system is configured. The company view tree shows the sites, buildings, and partitions in your company. KPDISPs are displayed under the buildings and partitions that they belong to. The same KPDISP can be displayed under a building and a partition.



The company view tree shows how your system is configured.

Company view tree icons

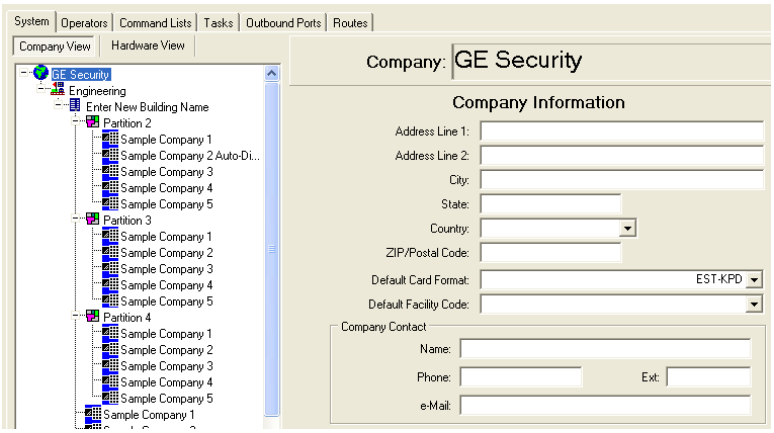
Icon	Meaning
	Company
	Site
	Building
	Partition
	Keypad Display (KPDISP)

Reviewing and editing company information

The first level in the tree, for both hardware view and company view, is the company. You can only have one company in your database. When you select the company, its information is displayed in the right pane of the tab. This information includes the company name, address, and company contact information.

Note: If you make changes to the company information, contact your integrated system installer. For installer contact information, click the Hardware View tab and the SDU icon in your company tree. Your installer needs current information to maintain contact with you.

Company information



To review and edit company information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View or Hardware View.
4. In the tree, select the company name.

5. Edit the company name, address, city, state, country, and ZIP code in as required.
6. Edit the company contact information for name, telephone number, extension, and e-mail address of the company contact as required.
7. Save the updated company information.

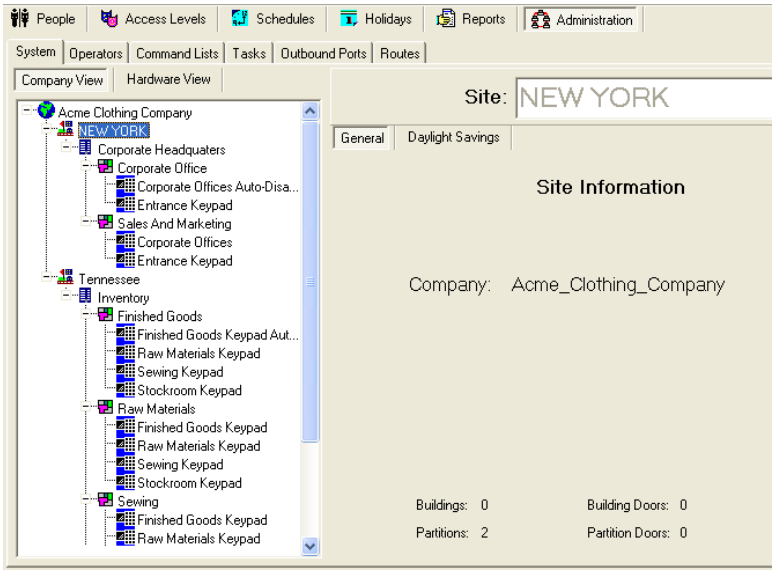
Note: Company information can also be reviewed and edited by clicking Tools menu > Options > Company Information.

Viewing the project site information

The second level in the company view tree is the site. Clicking on the site displays its information and shows the company associated with the site. You can't edit any of the site information.

A single company can have multiple sites. Multiple sites are used for companies that have multiple geographical locations. Each site has its own fire and security system but these are all maintained with a single KPDISP-CF program. Each site has a separate RP file with the same company name. Each RP file is imported separately.

Company view with multiple sites New York and Tennessee



To view the site information:

1. Click the Administration tab.
2. Click the System tab.

3. Click Company View.
4. Select the site in the tree view.

Reviewing and editing building information

The third level in the company view tree shows the company's buildings. A company or site can have multiple buildings. Clicking a building displays the building information in the right pane. The information is specific to the individual building you have selected and includes the building's address and contact information. If any of this information is incorrect, you can edit and correct it here.

To review and edit building information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View.
4. Select the desired building in the tree view.
5. Edit the building address, city, state, country, and ZIP code as required.
6. Edit the building contact information for name, telephone number, extension, and email address of the building contact as required.
7. Save the updated building information.

Viewing the partition information

The fourth level in the company view tree is the partition. Each building can have several partitions. Clicking on the partition displays its information and shows the company, description, site, and building of the partition. It also displays any keypads that are part of that partition. You can not edit any of the partition information.

To view the partition information:

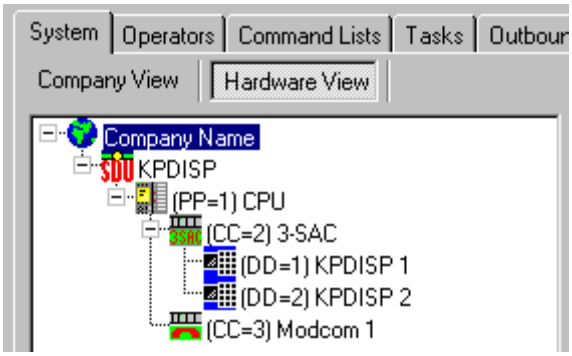
1. Click the Administration tab.
2. Click the System tab.
3. Click the Company View.
4. Select the desired partition in the tree view.

Configuring your system in hardware view

The hardware view tree shows the physical interconnections of the components in your system. See the table below for the meanings of the icons in this tree. This display makes it easy to see what each KPDISP connects to. This view is particularly helpful when your system has more than one control panel.

The hardware view is also very helpful in assigning routes to KPDISPs. Multiple non-networked control panels have different communication routes for each panel. One control panel might have an RS-232 (direct connect) route and a second panel might have a modem (telephone) route. The hardware view shows each KPDISP and the control panel to which each device is connected. This makes it easy to know which route to assign to each KPDISP.

Note: Fire and security functionality cannot be programmed into a control panel from a remote location. You must perform all fire and security panel programming on site. Changes to the security database have no impact on the parameters or operations of listed fire system equipment. Security functionality can be programmed from a remote site.



The Hardware View tree shows how the components of your system are connected

Hardware view tree icons

Icon	Meaning
	Company
	System Definition Utility (SDU)
	Central Processing Unit (CPU)
	Modem Communication Module (MODCOM)
	Security Access Control Module (3-SAC)
	Keypad Display (KPDISP)

Viewing SDU, CPU, and 3-SAC

The SDU, CPU, and 3-SAC are view-only items. They are configured, programmed, and installed by your system installer. You can not change any of their parameters.

To view the SDU, CPU, and 3-SAC:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Hardware View.
4. Select the desired SDU, CPU, or 3-SAC in the tree view.

MODCOM

The MODCOM is only visible in the hardware view. The MODCOM has modem and dialer capabilities. It is used for downloading information from remote sites. MODCOMs are configured, programmed, and installed by your system installer. You can not change any of their parameters except their communication route.

Each MODCOM has one communication route. The communication route defines how the KPDISP-CF downloads information to the MODCOM. All MODCOMs are initially set to a default route. For information on how to change the communication route for an MODCOM, refer to Chapter 8 “Outbound ports and routes.”

Viewing Keypad Displays (KPDISPs)

If your fire and security system has KPDISPs, they are displayed in the company view and the hardware view. In the company view, if the KPDISP is displayed under a building, it is used for fire alarm applications; if the KPDISP is displayed under a partition, it is used for security applications. The same KPDISP can be used for both fire alarm and security applications. In this case, the KPDISP is displayed twice, under the building and under the partition.

Your integrated system installer configures all KPDISP functions, except for the communication route. The following information is displayed for each KPDISP:

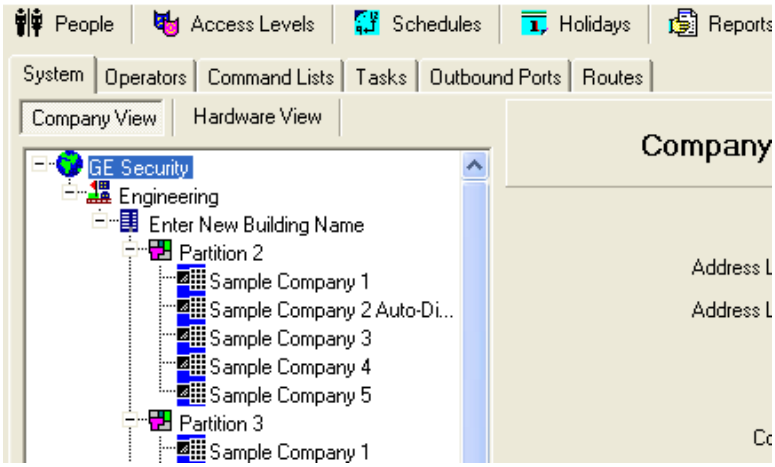
- Function (company view only)
- Serial number
- Communication route
- Privileges (company view only)
- Other companies with access

KPDISP privileges

The privileges for a fire alarm KPDISP differ from the privileges for a security KPDISP. The same KPDISP can be displayed under a building for fire alarm applications and under a partition for security applications.

The company view shows which fire alarm privileges are available for a given KPDISP. These privileges are assigned when you create access levels. See Chapter 5, “Access levels” in the *Keypad Display Configuration User Manual* for more information.

Keypad display information



To view KPDISP summary information:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired KPDISP in the tree view.

Communication routes

Each KPDISP has a communication route. The communication route defines how the KPDISP-CF downloads information to the KPDISP. All KPDISPs are initially set to a default route. For information on how to change the communication route for KPDISPs refer to Chapter 8 “Outbound ports and routes.”

Other companies with access

At the bottom of the KPDISP summary tab is the Other Companies With Access button. This button shows the number of other companies that have access to this KPDISP. Clicking this button opens a window that lists the other companies that have access to the KPDISP and shows their contact information.

If you are not the primary owner of this KPDISP, the primary company is displayed. The primary company of the KPDISP controls its configuration. Only the primary company can change the KPDISP configuration.

Chapter 6
Operators

Summary

Operators are users of the KPDISP-CF. The system administrator can define as many operators as required. You define each operator by specifying the command privileges that the operator has. This chapter shows you how to define and create operators.

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What is an operator?

An operator enters data into the Keypad Display Configuration (KPDISP-CF) database. An operator ID and password are required in order for an operator to log on to the KPDISP-CF.

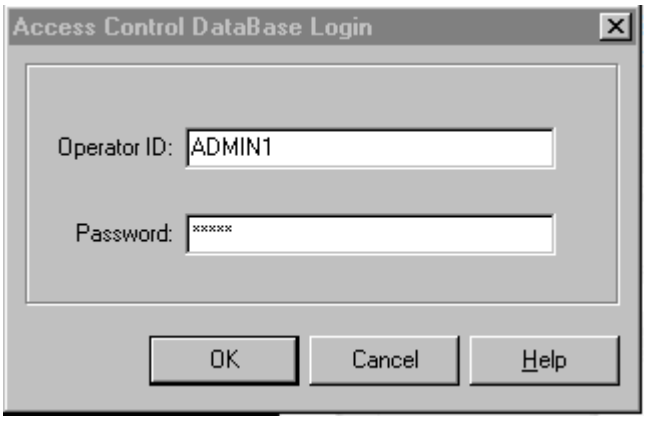
We suggest that you designate a single administrator for each company in your KPDISP-CF. The administrator is an operator with full privileges, including the ability to create and revise operator records.

The KPDISP-CF assigns each company an administrator operator ID and password when importing the RP file. When first logging on to the KPDISP-CF you must use this ID and password.

The default administrator operator ID is ADMIN1, with password ADMIN. ADMIN1 is always used for the first company imported by the integrated system installer. If a second company is imported, the operator ID is ADMIN2, again using password ADMIN.

Tip: Do not use operator ADMIN1 with password ADMIN for daily KPDISP-CF operations. Create a new operator with administrator privileges. Use the new operator for all KPDISP-CF operations. Operator ADMIN1 can be used for emergency access to the KPDISP-CF if needed.

When you log on, the KPDISP-CF prompts you to change your password for future use. To change the ADMIN password, see “Changing your operator password,” later in this chapter.



All operators must log on to the KPDISP-CF with an operator ID and password.

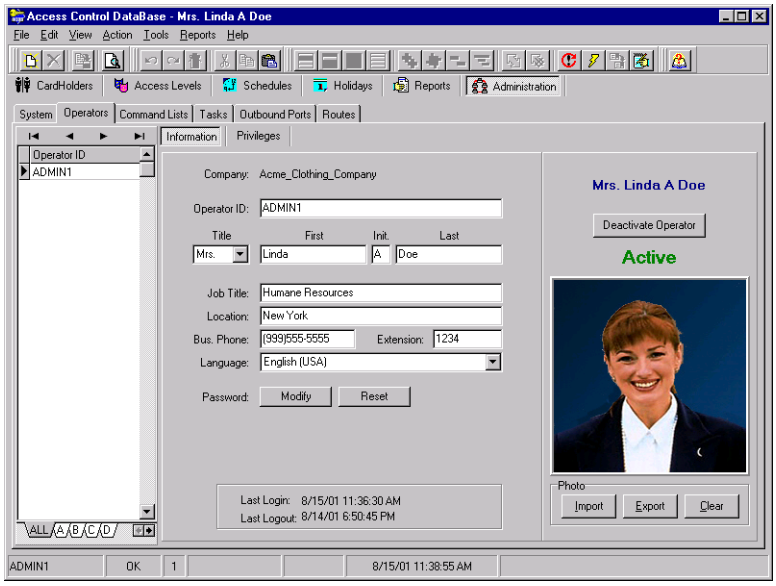
The purpose of creating individual operators is to allow the administrator of the KPDISP-CF to limit operator access and to make only the appropriate tabs and commands available to specified operators. Assigning privileges to each operator defines what an operator can and cannot do.

Example: You may want to create a clerical level operator, who has only the privileges required to enter and edit KPDISP user information. This operator would not require access to all tabs and commands in the KPDISP-CF.

Creating a new operator record

You create operator records on the Administration > Operators tab. The KPDISP-CF divides the Operators tab into two subtabs:

- Information
- Privileges



Enter all users of the KPDISP-CF as operators. Only operators have operator IDs and passwords that let them access the KPDISP-CF.

Operator information

You use the Information tab to enter personal information about the operator, such as name and address.

Operator ID

Operator ID is the first field entered when logging in. The ID can consist of up to 20 characters. You can use upper case letters or numbers for operator IDs. The operator ID and password are required when logging on.

Name

The first information required is the operator's full name and an optional title, e.g., Mr., Mrs., Ms, or Miss. Operator names can be up to 25 characters long.

Job Title, Location, Bus. Phone, Extension and Language

Depending on your company policy, additional operator information may be required including: a job title, location, business phone, extension, and preferred language.

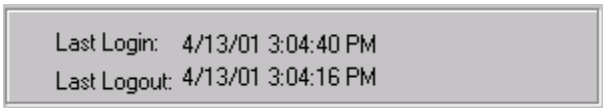
Passwords

Each operator has an individual password that is required when logging on to the system. The password is specific to the individual operator. Operators are responsible for remembering their own passwords. The operator ID and password are required when logging in.

A new operator has the initial default password of PASSWORD. The operator should change this default password after logging in.

Last Login and Logout

The KPDISP-CF displays the dates and times of the Last Login and Last Logout of the selected operator at the bottom of the Information tab. (This is blank for a new operator, but is updated when the operator logs on for the first time.)



Last Login and Logout dates and times as displayed on the operator Information tab.

Tip: Press Alt + F, N to create a new operator.

To create a new operator:

1. Click the Administration tab.
2. Click the Operators tab.
3. From the File menu, click New or click the New button on the toolbar.
4. Type the Operator ID.
5. Select the appropriate title.
6. Type the operator information.
7. Save the new operator record.

Setting operator privileges

After creating an operator, you can determine what privileges should be assigned to the operator.

Setting operator privileges determines the operator's ability to create, browse, edit, or delete information.

You set the operator privileges on the Privileges tab.

Default operator privileges

You can use the Quick Defaults group of buttons at the top of the Privileges tab to set default variables quickly. These buttons set privileges on all three tabs (Regular, Administration, and Special). The buttons make these settings:

- Grant All: Checks all privileges for the selected operator
- Revoke All: Clears all privileges for the selected operator
- Browse Only: Checks read-only rights for all privileges
- Operator: Checks privileges typically required by an operator
- Administrator: Checks all privileges

Privilege tabs

The privilege check boxes are divided into three tabs.

Regular: The regular tab contains privileges for KPDISPs users, access levels, and reports.

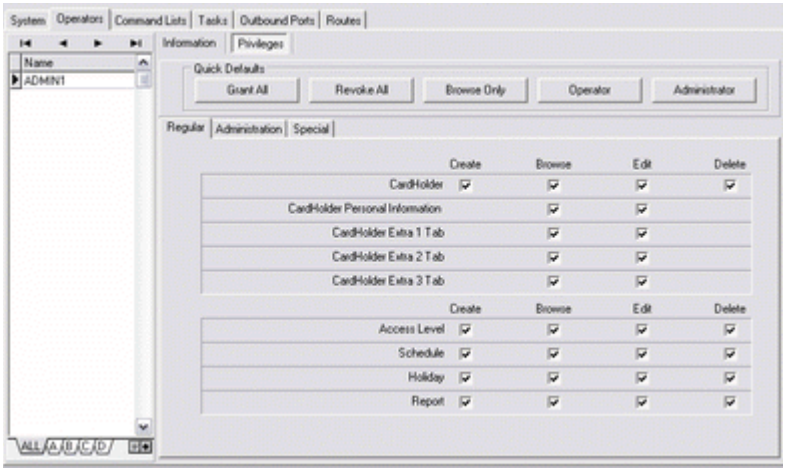
Administration: The administration tab contains privileges for systems, operators, tasks, outbound ports, and routes.

Special: The special tab contains privileges for company information and for sending changes to the system.

Example 1: If you need to set privileges for an operator allowing him read-only rights to the system, you deny all privileges, then grant the ability to browse system information. You can do this manually, or simply by clicking the Browse Only default button.

Example 2: If you need to set privileges for an operator to enter KPDISP users only, you deny him all privileges except the ability to create, browse, and edit information on the People tab. You would do this manually.

The Operators > Privileges tab



To assign operator privileges:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator you want to assign privileges to.
4. Click the Privileges tab.
5. Select the appropriate privileges for each item in each tab, or click one of the Quick Defaults buttons. Select from one or more of the five possible choices:
   - Create: Gives the operator the create privilege. Selecting Create automatically selects Browse and Edit.
   - Browse: Allows the operator to view existing data.
   - Edit: Allows the operator to edit existing data. Selecting Edit automatically selects Browse.
   - Delete: Allows the operator to delete existing data. Selecting Delete automatically selects Browse and Edit.
   - Permit: Allows the privilege to be activated by the selected operator.
6. Save the operator record.

Example 1: If an operator is allowed to create, browse, edit, and delete an Access Level, then all the check boxes for Access Level must be selected.

Example 2: If the operator is allowed to create an Access Level, then select the Create check box. Selecting the Create check box also selects the browse and edit check boxes automatically.

If there are only a few items you do not want to grant an operator access privileges to, it may be easier to first select Grant All, then go back and remove the privileges you do not want enabled.

The same procedure can be used for Browse Only if you want an operator to be able to see most, but not all of the options. You can go back and delete the privileges for certain items you do not want them to be able to browse.

Since each site has different parameters for their operators, it is up to the administrator of the KPDISP-CF to set and assign the appropriate privileges for the operators in the system.

Activating and deactivating an operator

Activating an operator

When operators are first created in the KPDISP-CF, they are initially inactive. An inactive operator can not log on to the KPDISP-CF. Only active operators are allowed to log on to the KPDISP-CF.

The right pane of the Operators tab displays the operator's status. It also includes a command button that lets you toggle the operator's status.

An inactive operator

To activate an operator:

1. Click the Administration Tab.
2. Click the Operators Tab.
3. In the left pane, select the operator you want to make active.
4. Click the Activate Operator button.
5. Save the operator record.

The operator can now log on to the KPDISP-CF system under the new operator ID assigned to him.

Deactivating an operator

The ability to deactivate an active operator lets you temporarily deny the operator access to the KPDISP-CF.

Example: An operator has a temporary job function in the KPDISP-CF and can be activated and deactivated as needed. This prevents you from having to reenter the operator each time you need him to work in the KPDISP-CF.

Operators are indicated as being Active or Inactive.

To deactivate an operator:

1. Click the Administration Tab.
2. Click the Operators Tab.
3. In the left pane, select the operator you wish to deactivate.
4. Click the Deactivate Operator button.
5. Save the operator record.

Logging on as a new operator

Once you have created all of the operators, you should log off. Each operator should now log on using the assigned operator ID and the default password: PASSWORD. After logging on, each operator should change his password.

Changing operators while the system is running

You can change operators without exiting from the program. The first operator simply logs off and the next operator logs on.

Tip: Press Alt + A, L to log off.

To change operators:

1. From the Action menu, click Login.
2. Click OK to log off.
3. Type in the new operator ID and password and click OK.

Changing your operator password

Passwords are very important to the security of your system. Please be very careful with your password. Do not let others know it and do not lose it.

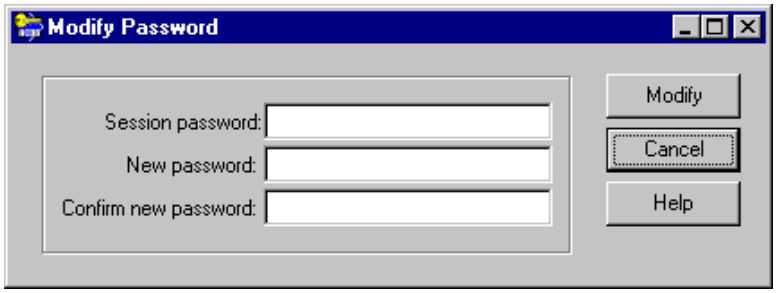
A new operator is prompted to change his password when logging onto the system for the first time.

For security reasons, each operator should change his password periodically.

There are two ways to change your operator password: the Operator tab and the Tools menu. Both methods open the Modify Password dialog box.

Using the Operators tab lets you select the operator whose password you want to change. Using the Tools menu lets you change only the current operator's password.

The Modify Password dialog box



Changing your password from the Operators tab

To change a password from the Operators tab, you must have operator edit privileges. If you do not have operator edit privileges, refer to "Changing your password from the Tools menu" in this chapter.

To change your password from the operators tab:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator whose password you want to change.
4. Click the Password Modify button.
5. Type your session password.
6. Type the new password.
7. Retype the new password.

8. Click Modify to change the password.
9. Save the operator record.

Changing your password from the Tools menu

When you click Tools menu > Options, the system opens the Preferences and Options dialog box. This contains the Operator tab. The Operator tab provides the option to change your password. You can only change your own password from the Tools menu.

Tip: Press Alt + T, O to display the Options dialog box.

To change your password from the Tools menu:

1. From the Tools menu, click Options.
2. Click the Operator tab.
3. Click Password Modify button.
4. Type your session password.
5. Type the new password.
6. Retype the new password.
7. Click Modify to change the password.
8. Click OK to accept the new password.

Resetting an operator's password

If an operator forgets or loses his password, the password must be reset from the Operators tab. To reset a password, the operator must have the privilege to edit operators. Typically only administrators have reset password privileges.

Note: If the administrator password is reset, it is reset to PASSWORD not ADMIN. All passwords reset to PASSWORD.

To reset an operator's password:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator whose password you want to reset.
4. Click Password Reset button.
5. Save the operator record.

Editing and deleting an operator record

Editing an operator record

You can edit and modify operator information and privileges as needed. Be sure to save your changes after you have completed the modifications.

Deleting an operator record

Operator records can be deleted from the database at any time. Deleting an operator removes the record completely from the KPDISP-CF.

Note: Deleting an operator immediately denies the operator access to the software.

Tip: Press Alt + F, D to delete the operator.

To delete an operator record:

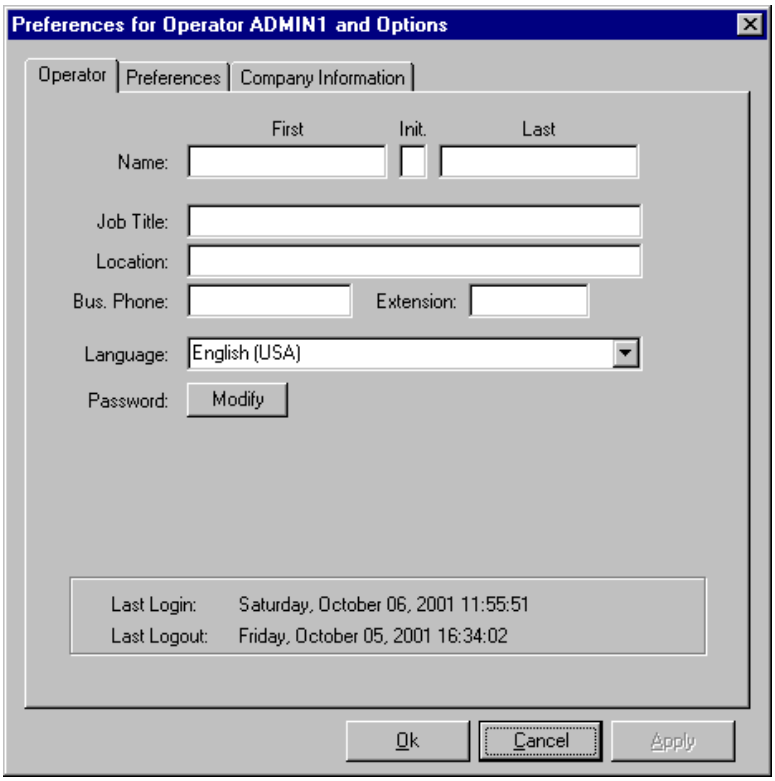
1. Click the Administration tab.
2. Click the Operator tab.
3. In the left pane, select the operator you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Changing operator information

Clicking Tools > Options opens the Preferences and Options dialog box. This contains the Operator tab, which lets you view information for the current operator. It also provides the option to change the operator password.

The Operator tab also provides information regarding the last log on and log off dates and times for the current operator.

The information can be changed just as in the Administration > Operators tab. See “Editing and deleting an operator record” earlier in this chapter.



The Operator tab in the Options and Preferences dialog box.

Tip: Press Alt + T, O to display the Options dialog box.

To change operator information:

1. From the Tools menu, click Options.
2. Click the Operator tab.
3. Revise the operator information as required.
4. Click Apply to save your changes.
5. Click the Ok button.

Chapter 7
Tasks

Summary

Tasks let you automate important KPDISP-CF operations. For example, tasks can update hardware or purge old data from the database. This chapter provides information on how to create, define, edit, activate, and schedule tasks.

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What is a task?

Tasks let you automate important KPDISP-CF functions, such as:

- System updates
- Database maintenance
- Hardware initialization

System updates

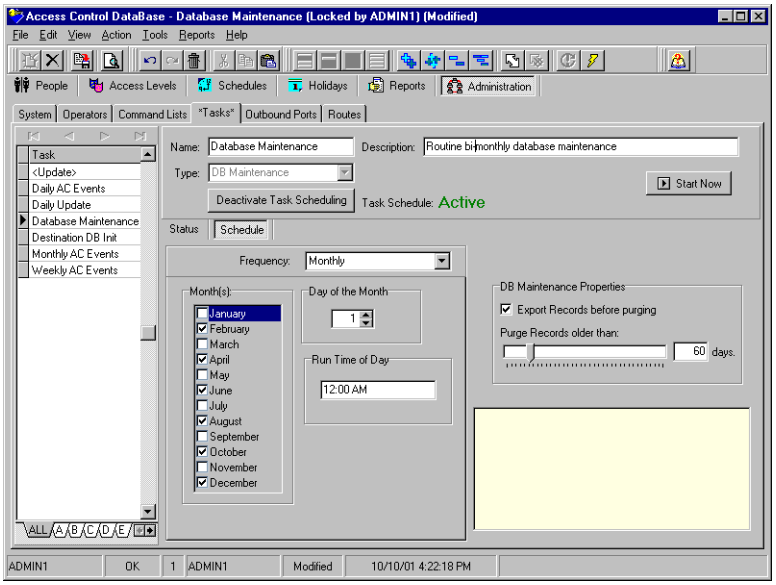
Whenever you make changes to your KPDISP-CF, those changes must be sent to the hardware of your site. System update tasks send the new information from the database to the keypad display modules (KPDISPs) of your site.

Database maintenance

A task can be used to purge old records from the KPDISP-CF database. You can schedule a database maintenance task to routinely remove old records. You can also define the age of the records to be removed.

Hardware initialization

A task can initialize the hardware of your site. The task loads all security information to the designated hardware. This task is used for new hardware that has been added to your system. It also can be used for damaged hardware that may have lost its information.



The Tasks tab lets you create, edit, schedule, and run tasks.

Default tasks

Several default tasks are included in the KPDISP-CF. Default tasks serve as templates for most commonly used tasks.

You can modify the default tasks to meet your specific needs; however, you cannot modify the Update task in any way. The Update task is the task that runs when you click Send Changes from the File menu or click the Send Changes button on the toolbar.

All tasks can be started manually or given a starting schedule (see “Starting a task” in this chapter). The default tasks are:

Default task	Description
Update	This task is activated when the Send Changes toolbar button or Action menu command is selected. This task is not editable.
Daily AC Events	Not used for Keypad Display Configuration.
Daily Updates	A task that can be used to send changes from the database to your site at a daily scheduled time.
Database Maintenance	A task that can be used to purge old records from the database.
Destination DB Init	A task that is used to initialize hardware with information.
Monthly AC Events	Not used for Keypad Display Configuration
Weekly AC Events	Not used for Keypad Display Configuration

Creating a task

New tasks can be created and added to the list of default tasks. A task can be one of these types:

- Database (DB) maintenance
- System updates
- Hardware initialization
- Cardholder re-initialization
- Hardware configuration initialization
- Run transaction queue

DB maintenance

DB maintenance tasks can be used to purge old data from the database. A DB maintenance task is one of the default tasks provided. The age of the data to be purged is set by you. You can also schedule the task to run daily, weekly, or monthly.

System update

The system update task is used to send changes from your database to the hardware (KPDISPs) in your site. This task only sends changes that have been made since the last update. A default system update task is provided, Update. Update is the task that activates when the Send Changes button on your toolbar is pressed. If you want to automate the system update task, create a new task and schedule it to activate at a desired day and time.

Hardware initialization

Hardware initialization tasks initialize the hardware in your system. If a piece of hardware (KPDISP) has lost its database or had its data degraded, database information can be restored using this task type. Typically, your service department would use this task to restore data to hardware. Hardware initialization tasks are also used when new hardware is added to your site.

People re-initialization

The Cardholder Re-init task reinitializes the users of your system. The task reloads all people to all hardware (KPDISPs), but does not reload the hardware configuration.

Hardware configuration initialization

The Hrdwr Config Init task reinitializes the hardware configuration of your system devices. The task loads all hardware information to all hardware (KPDISPs), but does reload the people (users).

Run transaction queue

The Run Transaction Que task generates transactions that need to be downloaded to the hardware of your system. The transactions are only generated and not downloaded to the hardware of your system.

Tip: Press Alt + F, N to create a new task.

To create a task:

1. Click the Administration tab.
2. Click the Task tab.
3. From the file menu, click New or click the New button on the toolbar.
4. In Name, type a name for the task.
5. In Description, type a description for the task.
6. In the Type list, select the type for your task.
7. Save the task record.

Starting a task

All tasks, except for Update, can be started manually or by a schedule. A scheduled task can be run on a daily, weekly, or monthly basis. If you do not want to schedule the start of your task, it can be set to start on demand.

Starting a task manually

The Start Now button can be used to start a task manually, no matter when it is scheduled to run.

The Start Now button can be used to start all tasks

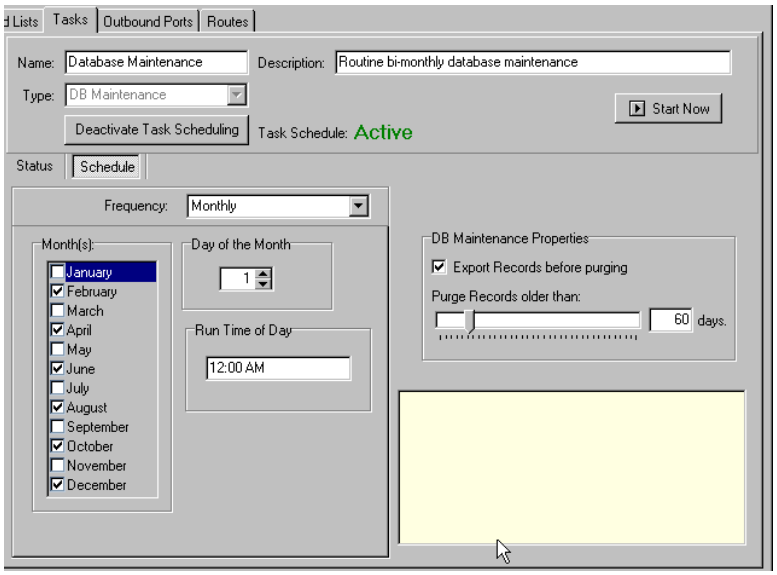
To start a task manually:

1. In the left pane, select the task you want to start manually.
2. Click the Start Now button.

Scheduling a task

You can use the Schedule tab to schedule a task to run on a daily, weekly, monthly, or demand basis. The frequency you select determines the scheduling options for the task.

Tip: The yellow text box in the lower right corner provides information to help you schedule your task.



A task set to a monthly frequency requires the selection of the month, day, and time.

To schedule a task:

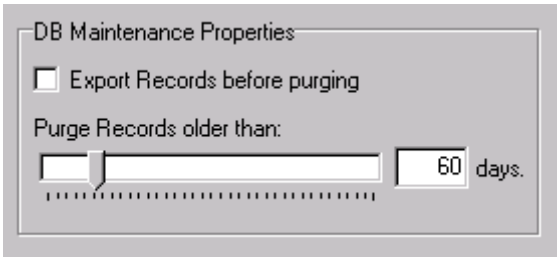
1. In the left pane, select the task you want to schedule.
2. Click the Schedule tab.
3. Select the frequency with which you want the task to run.
4. Depending on the frequency you have chosen, set the schedule options for the task.
5. If the task is active deactivated the task and reactivate it.
6. Save the task record.

Setting properties for a DB maintenance task

The properties of a DB maintenance task specify the age of the records that are to be purged. Only those records older than the specified date are removed from your database.

The Export Records before purging checkbox lets you save purged records. The records are saved in the Access Control Database root directory as comma separated value file or a CSV file. The CSV file is viewable with Microsoft Excel.

A KPDISP-CF maintenance task set to purge data older than sixty days



To set properties for a DB maintenance task:

1. In the left pane, select the task you want to schedule.
2. Click the Schedule tab.
3. In the DB Maintenance Properties group, set the DB maintenance properties.
4. Save the task record.

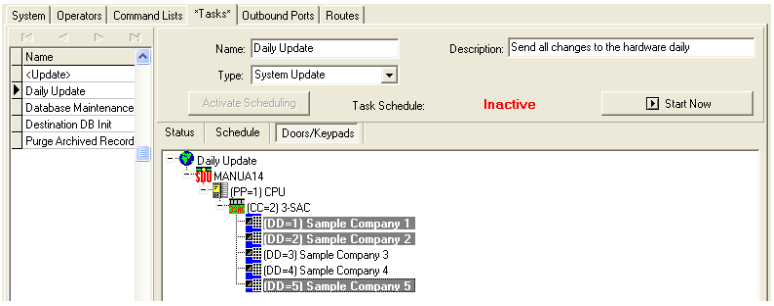
Assigning a task to a KPDISPs

Tasks can be assigned to a company, site, building, partition, or to individual KPDISPs. Assigning a schedule to a company, site, building, or partition assigns the same task to all the KPDISPs shown within the selected item. This is the quickest and easiest way to assign the same task to multiple KPDISPs.

If you do not want the task to run on all KPDISPs, you can limit the task to specific KPDISPs. Only the specified devices are included in the task. When a device is selected, it is highlighted in gray.

To assign a task to single KPDISP, simply select the individual KPDISP.

Note: If nothing is selected, then *all* KPDISPs are included in the task.



This task includes KPDISP 1 and KPDISP 2. Those KPDISPs that are highlighted.

To assign a task to KPDISPs:

1. In the left pane, select the task you want to assign.
2. Click the Doors/Keypads tab.
3. Hold down Ctrl and click to select the company, site, building, partition, and individual KPDISPs.

   All KPDISPs within a selected item are assigned (as shown by the highlight).
4. Save the task record.

Activating and deactivating a task schedule

Activating a task schedule

Part of defining a task is specifying a schedule. However, the task schedule must be activated before the task runs automatically.

Note: Verify that all of the task information has been entered and that it is correct before activating the task schedule. If the Activate Task Scheduling button is dimmed, make sure the task is scheduled correctly.

The Activate Task Scheduling button

To activate a task schedule:

1. In the left pane, select the task you want to activate.
2. Click the Activate Task Scheduling button.
3. Save the task record.

The Task Schedule description changes from Inactive to Active, indicating that the task will be run according to the specified schedule.

All default tasks are inactive unless you activate them.

Deactivating a task schedule

To stop a schedule task form running, you can deactivate its schedule. The task is not deleted, but the system no longer runs the task automatically.

To deactivate a task schedule:

1. In the left pane, select the task you want to deactivate.
2. Click the Deactivate Task Schedule button.
3. Save the task record.

The Task Schedule description changes from Active to Inactive.

Viewing the status of a task

As a task runs, its status can be viewed on the Status tab. The Status tab has three sub tabs:

- In process
- Task event log
- Transactions not sent

In process

The In Process tab shows the status of the task as it is running. The In Process tab provides a table with the following columns:

- Start Date Time
- Type
- Priority
- Current Status
- Name
- ID
- Task ID

This information lets you accurately track the process of the task as it is running.

Task event log

After the task is complete, a record is stored on the Task Event Log tab. Here you see all tasks that have been run. This tab provides a table with the following columns:

- ID
- Time of Event
- Message

- Task ID

Transactions not sent

The Transactions Not Sent tab displays task transactions that were rejected by the hardware of your system.

Example: If the Update task downloads 201 users to a KPDISP that stores 200 users, this and subsequent transactions to this device, would fail and be displayed here.

This type of problem usually occurs due to an error in the system configuration. Only advanced users should attempt to correct this and the underlying problem.

The failed transaction also blocks any future downloads to this KPDISP. You must delete the failed transaction to allow future downloads. The transaction is deleted by clicking the Delete Transaction button.

Note: The Transaction Not Sent tab does not show task failures due to communication errors.

To view the status of a task:

1. In the left pane, select the task for which you want to view the status.
2. Click the Status tab.

Editing and deleting a task

Editing a task

The KPDISP-CF lets you edit tasks to meet your specific needs. You can change the frequency of the task or change the KPDISPs associated with the task.

To edit a task:

1. Click the Administration tab.
2. Click the Task tab.
3. In the left pane, select the task you want to edit.
4. Edit the task.
5. Save the task record.

Deleting a task

You can delete all tasks except for the Update task. You may find it easier deactivate a task rather than deleting it. A deactivated task can be reactivated later. A deleted task is gone forever.

Note: Before deleting a task, you must deactivate its schedule.

Tip: Press Alt + F, D to delete the task.

To delete a task:

1. Click the Administration tab.
2. Click the Task tab.
3. From the left pane, select the inactive task you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Chapter 8
Outbound ports and routes

Summary

This chapter shows you how to create and configure outbound ports and routes. Outbound ports and routes define how the KPDISP-CF downloads information to the hardware of your system.

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Outbound ports and routes overview

The KPDISP-CF transfers information to and from the hardware of your system (the MODCOMs and KPDISPs). To do this, the KPDISP-CF needs to know how to communicate with your system. Outbound ports and routes work together to define the communication method between the KPDISP-CF and your system.

The communication parameters are divided into two tabs:

- Outbound Ports
- Routes

You can configure multiple outbound ports and routes to satisfy all your communication needs.

Example: You are in charge of access control for a large university that has two campuses. The main campus has a direct connection from the PC running the KPDISP-CF to the hardware of your system. The second campus, being a large distance from the main campus, requires a modem connection from the PC running the KPDISP-CF to the hardware of your system. You would need two outbound ports and routes to communicate with both campuses.

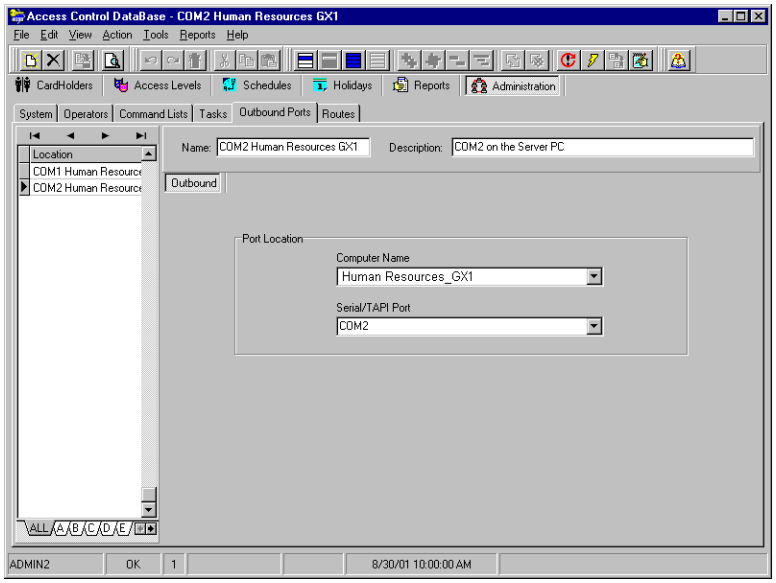
Outbound ports

An outbound port specifies the computer and port you are transmitting from.

During installation, the KPDISP-CF detects your PC ports automatically. These are displayed on the Outbound Port tab of the Administration tab.

Typically, a PC has communication ports at COM1 and COM2. You are not bound to the automatically detected outbound ports. You can edit, delete, and add outbound ports as needed.

The Outbound Ports tab



Routes

Routes define how the KPDISP-CF connects to the hardware of your fire and security system. There are two different types of routes:

- Modem connection
- Direct connection (RS-232)

Modem

A modem route uses a telephone line to communicate. The connection leaves the modem from the PC and connects to the modem at the control panel.

For a modem route, you configure the Outbound Properties tab and ModCom tab for that route. The receiving modems are imported into the KPDISP-CF with your RP file.

RS-232

An RS-232 route connects directly to the control panel. The RS-232 runs from your PC serial port and plugs directly into the control panel.

Outbound properties for routes

Both an RS-232 and a modem route require the configuration of outbound properties. This includes selection of an outbound port (as created on the Outbound Ports tab) and specification of communication parameters for each route. The table below describes the communication parameters.

Communication parameters

Field	Default	Description
Baud rate	9600	The speed at which at which data can be transmitted.
Maximum retries	8	The number of times the KPDISP-CF will try to communicate before timing out.
Maximum message length	800	The maximum length of the message sent at any one time.
Timeout	20	The amount of time before the KPDISP-CF will retry to connect.
Tracing	Selected	Tracing tells the KPDISP-CF to generate trace files (TRC) of the communications stream. Technical support uses the trace files to determine communication problems. Traces files are stored in a folder directory called “Tracefiles”. The location of the files varies based on your operating system. To locate the files do a search for the Tracefiles directory.

Default routes

The KPDISP-CF automatically creates two default routes for you. (If your system does not contain a MODCOM, the KPDISP-CF will not create a Modcom default route.) The default routes:

- 3-CPU Default
- Modcom Default

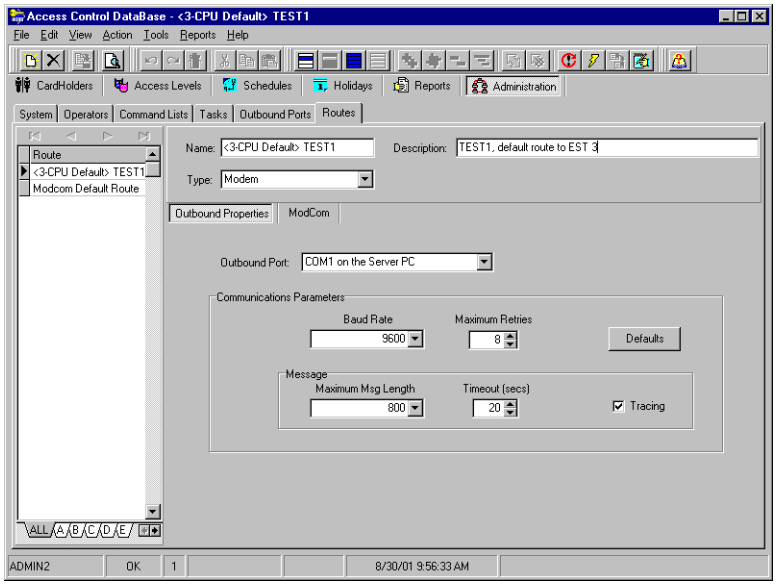
If your control panel has no MODCOM, the KPDISP-CF uses the 3 CPU default route to communicate to the hardware of your system. The KPDISP-CF assigns all KPDISPs to this default route.

If your control panel has a MODCOM, the KPDISP-CF uses the Modcom default route to communicate.

When you click Send Changes from the Action menu or click the Send Changes button on the toolbar, the system uses the appropriate default route to communicate to your fire alarm and security system. The system will not use the default route if you create an alternative route and assign it to the KPDISPs. See “Configuring your system for an alternative route” in this chapter.

Although the KPDISP-CF creates a default route for you, the default route still requires configuration. See “Configuring the default route” in this chapter.

The Routes tab



Creating an outbound port

KPDISP-CF communication requires an outbound port and a route that uses the outbound port. The KPDISP-CF automatically detects your outbound ports. You can use the detected outbound ports or create new ports as needed.

For the KPDISP-CF to recognize a modem on your PC, the modem must be installed properly in your Windows operating system. At each startup of the software, the KPDISP-CF redetermines all communication ports.

If you want to create a new outbound port, follow the instructions below.

Tip: Press Alt + F, N to create a new outbound report.

To create an outbound port:

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. From the File menu, click New or click the New button on the toolbar.
4. In Name, type a name for the outbound port.
5. In Description, type a description for the outbound port.
6. In the Computer Name field, type the computer name for the computer where the port is located.
7. In the Serial/Tapi Port field, select the direct connection COM port.

8. Save the outbound report record.

Creating a route

After you have created your outbound port, you can either assign the outbound port to the default route or create a new route.

Each KPDISP automatically uses the default route. For a KPDISP to use a different route, you must manually assign that route to the device. See “Configuring your system for an alternative route” in this chapter.

Tips

- Press Alt + F, N to create a new route.
- The Default button sets all communication parameters to the default settings.

To create a route:

1. Click the Administration tab.
2. Click the Routes tab.
3. From the File menu, click New or click the New button on the toolbar.
4. In Name, type a name for the route.
5. In Description, type a description for the route.
6. In the Type list, select RS-232 or Modem.
7. On the Outbound Properties tab, select the outbound port.
8. In the Baud Rate list, select the appropriate baud rate.
9. In the Maximum Retries box, click the up and down arrows to select the number of times the KPDISP-CF will try to communicate before timing out.
10. In Maximum Msg Length box, select the maximum length of the message sent at any one time.
11. In the Timeout box, click the up and down arrows to select the number seconds before the system will timeout.
12. If you are using a modem, click the ModCom tab. If using a RS-232, skip to step 14.
13. In Name, select the MODCOM for the control panel.

    The MODCOMs are imported into the KPDISP-CF with the RP file.
14. Save the Route record.

Configuring the default route

The KPDISP-CF creates the default route for you. Although KPDISP-CF creates the default route, you must still configure it to communicate with your fire and security system.

Tip: The defaults button sets all communication.

To configure the default route:

1. Click the Administration tab.
2. Click the Routes tab.
3. In the left pane, select the Default Route (3-CPU Default or Modcom default).
4. In the Type list, select RS-232 or Modem.
5. On the Outbound Properties tab, select the outbound port.
6. In the Baud Rate list, select the appropriate baud rate.
7. In the Maximum Retries box, click the up and down arrows to select the number of times the KPDISP-CF will try to communicate before timing out.
8. In Maximum Msg Length box, select the maximum length of the message sent at any one time.
9. In the Timeout box, click the up and down arrows to select the number seconds before the system will timeout.
10. If you are using a modem, click the ModCom tab. If using an RS-232, skip to step 12.
11. In Name, select the MODCOM for the control panel.

    The MODCOMs are imported into the KPDISP-CF from the RP file.
12. Save the default Route.

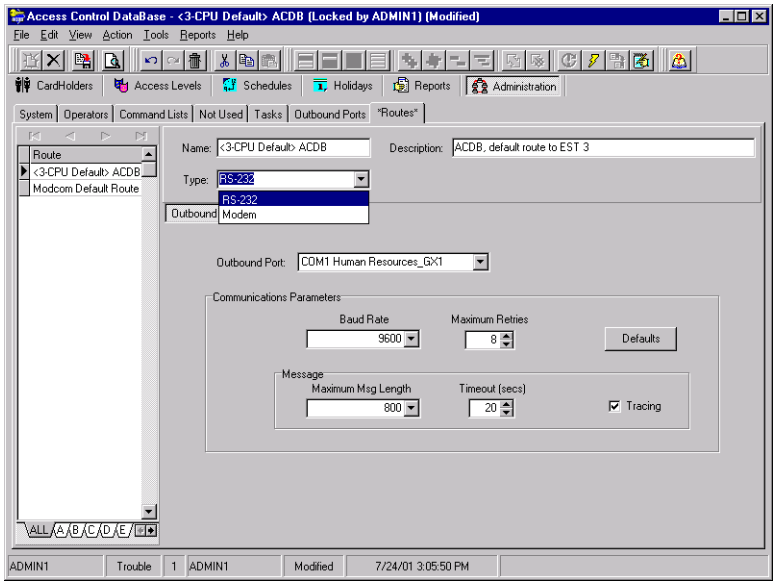
Configuring your system for an alternative route

There are two ways you can change the communication route used by the KPDISP-CF:

- Modify the default route for MODCOMs and KPDISPs
- Assign a new route to specific MODCOMs and KPDISPs

Modifying the default route for MODCOMs and KPDISPs

In some cases, it is easier to modify the properties of the default route, rather than creating a new route. All MODCOMs and KPDISPs are initially assigned the default route (3-CPU Default). Modifying the default route changes its communication configuration. This affects all MODCOMs and KPDISPs that use the default route.



You can modify a default route to meet your communication needs.

To modify the default route:

1. Click the Administration tab.
2. Click the Routes tab.
3. Select the default route you want to modify.
4. Modify the route as needed.
5. Save the route record.

Assigning a new route to MODCOMs and KPDISPs

Rather than modifying the default route, you can create and assign a new route to the MODCOMs and KPDISPs. If you wish to use a new route, each MODCOM and KPDISP must have its communication route assigned individually.

This can be a time-consuming process if your system has a large number of MODCOMs and KPDISPs. In some cases, it is easier to modify the default route rather than creating a new route. You must decide which method is best for your company.

A new route is assigned to a MODCOM or KPDISP from the Administration System tab. The System tab has two views:

- Hardware view
- Company view

The *hardware view* shows the physical interconnections of the components in your system. The *company view* shows the logical organization of the components into buildings and partitions.

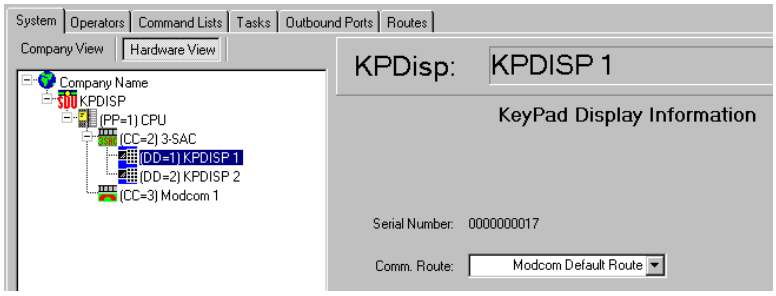
The hardware view is very helpful in assigning routes to MODCOMs and KPDISPs. A fire alarm and security system can have several control panels that are not connected by a network. In such systems, each panel uses a different communication route.

One control panel might have an RS-232 (direct connect) route and a second panel might have a modem (telephone) route.

The hardware view shows each MODCOM and KPDISP, and the control panel to which each device is connected. This makes it easy to determine the correct route to assign to each MODCOM and KPDISP.

Both views are of the same fire alarm and security system. They both show the same KPDISPs. From both views, you can assign a new route to any individual KPDISPs.

MODCOMs are only shown in the hardware view. Assigning a new route to a MODCOM can only be done in the hardware view.



MODCOMs and KPDISPs are assigned new communication routes individually from the Administration > System tab.

To assign a new route to a MODCOM or KPDISP:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Company View or Hardware View tab.

MODCOMs can only have their communication route changed from the hardware view.

4. Select the desired MODCOM or KPDISP from the tree.
5. In Comm. Route, select the new route.
6. Save the new communication route.

Editing and deleting an outbound port

Editing an outbound port

You can edit an outbound port to change its location, name, or description.

To edit an outbound port:

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. In the left pane, select the outbound port you want to edit.
4. Edit the outbound port as needed.
5. Save the outbound port record.

Deleting an outbound port

You can delete an outbound port at any time. You might want to delete an outbound port if your access system is no longer using the port to download information.

Tips

- Use the multiple select toolbar buttons or the multiple select action menu items to select multiple outbound ports for deletion. You can delete all selected records at once.
- Press Alt + F, D to delete an outbound port.

To delete an outbound port:

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. In the left pane, select the outbound port you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.

5. Click Yes to delete.

Editing and deleting a route

Editing a route

You can edit an existing route using the Route tab. These changes might be the result of a new communication route from your PC to the hardware of your fire and security system.

To edit a route:

1. Click the Administration tab.
2. Click the Route tab.
3. Select the route you want to edit.
4. Edit the route as needed.
5. Save the route record.

Deleting a route

You can delete a route at any time. You might want to delete a route if your access system is no longer using the route to download information.

Tips

- Use the multiple select toolbar buttons or the multiple select action menu items, to select multiple routes for deleting. You can delete all selected records at once.
- Press Alt + F, D to delete an outbound port.

To delete a route:

1. Click the Administration tab.
2. Click the Route tab.
3. In the left pane, select the route you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Glossary

3-SAC	*See* Security Access Control module.
access card	Any of the different types of credential that can be used in an access control system. We use *card* as a general term to refer to proximity, Wiegand pin, magnetic stripe, and smart cards.
access control	Limits access to specific areas of a site by controlling doors based on the cardholder's ID and assigned access level.
Access Control Database program	ACDB. Lets the user create and maintain a database of information about CRCs, cardholders, schedules, and access levels. The ACDB runs on the user's PC and transmits database changes by dial-up or direct connection.
access control system	Part of an integrated system intended to control access through the site doors, and thereby control access to the site.
access level	A predefined set of access or security rights and privileges for use in an electronic access control system.
ACDB	*See* Access Control Database program.
activate	To turn on or make active.
AHJ	Authority having jurisdiction.
alarm	The state of a fire alarm or security alarm device that has detected a fire or burglary condition.
anti-passback	An access control application that prevents successive use of the same card to pass through a door in the same direction. Anti-passback prevents a card from being passed back to another person for the purpose of gaining unauthorized access.
arm	Arming a partition means advising the system to monitor the devices for burglar alarm events. Conversely, when you disarm a partition, you are advising the system to stop monitoring for burglar alarm events. Note that all other types of event are monitored continuously, so as to maintain the integrity of the security system. Security systems distinguish two types of arming: arm stay and arm away.

armed away	Security systems distinguish two types of arming: arm stay and arm away. Arming *away* causes the system to monitor all devices in the partition, both perimeter and interior.
armed stay	Security systems distinguish two types of arming: arm stay and arm away. Arming *stay* causes the system to monitor the perimeter devices (door and window opening detectors) but to ignore the interior detectors (motion detectors).
away	*See* armed away.
badging (in or out)	A general term for the process whereby a cardholder presents credentials to a reader in order to request access into or out of a controlled area.
bypass	Devices can be bypassed or disabled. When a device is bypassed, the system ignores its alarm events, but continues to monitor other events. When a device is disabled, the system ignores all event messages from the device.
bypass time	The bypass time is the number of seconds (0 to 255) that the CRC suppresses audible annunciation and alarm notification.
card reader	Any of the different types of credential reader supported by the CRC. We use *card reader* as a general term to refer to proximity, Wiegand pin, magnetic stripe, and smart card readers, as well as readers equipped with a keypad.
Card Reader Controller module (CRC)	CRC. A module that performs card access processing decisions for a door, and grants or denies access to a cardholder. Each CRC stores a complete database and is capable of granting or denying access without external communication.
cardholder	A general term used to refer to any user of an access control system issued with a valid access card (or other access credentials). This also refers to users of a security system.
central monitoring station	CMS. A station to which alarm and supervisory signaling devices at the site transmit event messages. The central monitoring station is staffed continuously to monitor, record, and investigate alarm or trouble signals.
Central Processor module	CPU. The primary processing module for an EST3 control panel.
CMS	*See* central monitoring station.
command list	A predefined event that can be used to trigger execution of SDU rules The CRC can be programmed to transmit these to the control panel in response to certain access events. Command lists are typically used to trigger transmission of access event messages to a CMS, or to trigger activation of remote gates, CCTV, or relay modules.
common door	An access control application where a given door is used by several different companies, as in the main entrance of an office building.

company	General term for a group of end-users who use the access control or security system at the project site. Projects can include one or more companies. Generally, the resources of dedicated security and access control devices are controlled by a single company. Several companies may share the resources of common devices.
construction card	Special access cards that will work with any CRC prior to a database being downloaded.
construction mode	Before a database is downloaded to a CRC it is in construction mode. Building contractors can use specially coded construction cards for access and for testing.
control panel	An electronics cabinet housing the 3-CPU1, 3-LCD, and related modules, acting as the central controlling point for an integrated system, or as one control node of a networked, integrated system.
CPU	*See* Central Processor module.
CR	Card reader.
CRC	*See* Card Reader Controller module.
CRCXM	*See* Card Reader Controller module. This option of the CRC has extended memory and holds a larger database.
database	A file composed of records, each containing fields, together with a set of operations for searching, sorting, recombining, and other functions. In this manual, *database* often refers to the access control database that is created by the ACDB or KDC, and downloaded through the control panel to individual devices (CRCs and KPDISPs).
degraded mode	A mode of operation used when a module has lost communication with its supporting system. The CRC can operate when communication with the control panel is disrupted, providing enhanced survivability.
delayed egress	An access control application intended to control shoplifting at retail sites. A delayed egress door is fitted with card readers and a request to exit (REX) button. Employees can badge in and out as at any other door. In an emergency, customers can press the REX to unlock the door. Pressing the REX generates a security alarm but does not unlock the door immediately.
delayed egress time	The delayed egress time is the number of seconds that egress is delayed when a Request to Exit button with delayed egress is pressed.
device	Any detector or module. Devices are electronic sensing units that monitor an area for unwanted conditions and report those conditions to the system control panel. Devices are also referred to as points. Typical fire alarm devices are heat detectors, smoke detectors, and pull stations. Security devices include door status sensors, motion detectors, and broken glass detectors.

device address	A number which uniquely identifies a detector or module in an integrated system.
disable	Devices can be bypassed or disabled. When a device is bypassed, the system ignores its alarm events, but continues to monitor other events. When a device is disabled, the system ignores all event messages from the device.
disarm	Arming a partition means advising the system to monitor the devices for burglar alarm events. Conversely, when you disarm a partition, you are advising the system to stop monitoring for burglar alarm events. Note that all other types of event are monitored continuously, so as to maintain the integrity of the security system.
door ajar time	The door ajar time is the number of seconds that an access door can be left open before a signal is sent to the fire alarm system. If the door is left ajar past the door ajar time, the local sounder in the CRC (if installed) sounds for one second every minute. This is a security feature, ensuring that doors are not propped open and left for an extended time.
door contact	A switch that monitors the position (open or closed) of the door.
download	Sending a compiled project database from a PC to the fire alarm control panel. Also, sending an access control database from a PC to the CRC devices via the control panel.
elevator control	An access control application that determines which floors are available to a given cardholder.
emergency exit door	An access control application where an exit door can be unlocked from the inside by badging out or by mechanical means. If the door is opened without badging out, it causes an immediate security alarm.
emergency exit sounder timer	The emergency exit sounder timer is the number of seconds (0 to 255) the CRC sounder sounds when an emergency exit door is violated without badging out or using a request to exit device (without bypass).
enable	Permit an input, output, or system feature to function. Also, to instruct the system to monitor event messages from a device. *See also* disable.
FireWorks	A computerized display and control system used with EST2, EST3, FCC, and IRC-3 fire networks. FireWorks uses one or more display computers to monitor and control several networks of multiplex signaling systems, card access systems, and CCTV systems.
handicap access door	An access control application for a door that provides mechanical assistance and extended access time for a handicapped cardholder.
handicap unlock time	The handicap unlock time is the number of seconds that the door stays open before relocking, when a cardholder designated as handicapped badges in.

holiday	An exception to the normal way of operating an access control system.
holiday schedule	Exceptions to normal schedules, when different access times are desired.
input circuit	Each CRC has two input circuits for use with access control and security devices. These are typically used for a door position sensor and a request to exit device. The input circuits can also be used as security input points.
integrated system	A panel-based system that can integrate fire alarm, security, and access control functions.
integrated system Installer	Typically an employee of the company that installed the access control system.
irregular entry	Entry into a building outside the cardholders normal access time.
KDC	*See* Keypad Display Configuration
Keypad Display Configuration	KDC. A version of the ACDB that is used to add users and configure keypad display modules.
keypad	Some card readers are equipped with a keypad to allow entry of a PIN number in addition to the access card. We do not use the term *keypad* to refer to the KPDISP Keypad Display module.
Keypad Display module	KPDISP. A control and display module used in security and life safety applications. The KPDISP includes an LCD display, a telephone-style keypad, a variable-tone sounder, and an internal processor. It is most typically used to arm and disarm security partitions.
KPDISP	*See* Keypad Display module.
KPDISP password	A password that allows cardholders access to the KPDISP. It contains seven digits, the last three digits of the cardholder's access card and a four digit PIN number.
LED	Light emitting diode.
lock	Any type of door securing device. We use *lock* as a general term to refer to both strikes and maglocks.
lockout	A function that lets the system disable or ignore badging attempts at the outside reader of a CRC after several consecutive badging attempts fail. The number of failed attempts and the duration of the lockout can be configured. Lockout discourages illegal access attempts by "trial-and-error badging" with a series of stolen or fabricated badges.
maglock	Magnetic lock. A type of lock that secures the door (holds it shut) when power is applied.
magnetic stripe card	A type of access card having a data encoded magnetic tape or stripe on one side.

manual open time	The manual open time is the number of seconds that the auxiliary relay stays active, when an open command is received from the fire alarm system, Fireworks, or from a local ADA request to open device.
manual unlock time	The manual unlock time is the number of seconds that the door stays open before relocking, when an unlock command is received from the fire alarm system, Fireworks, or a local request to exit device.
minimum unlock time	The minimum unlock time is the number of seconds that the CRC waits before attempting to relock the door. This feature prevents unwanted immediate relocking.
MODCOM	*See* Modem Communication module.
Modem Communication module	MODCOM. An communication module with modem and dialer capabilities. The MODCOM can be used to download information from remote sites or to report events to a central monitoring station. The MODCOMP can communicate to telephone pagers using TAP protocol.
muster	An access control application that lets users determine who has exited a controlled area in the event of an emergency evacuation.
muster report station	A PC located in a secure area, outside the controlled area, equipped with the ACDB program. Security staff use this PC to create a muster report after an emergency evacuation.
muster station	A CRC located outside the controlled area at which cardholders badge out after an emergency evacuation.
NFPA 72	National Fire Alarm Code.
normal	Devices can be in different states. States are classified as normal or off-normal. When a smoke detector is operating perfectly and there is no smoke in the area, the device is said to be in a normal state. If smoke is detected the device goes into an alarm state. If the device is damaged, it goes into a trouble state. Both alarm and trouble are off-normal states.
off-normal	*See* normal.
open schedule	A type of access control schedule, defined with the ACDB, that specifies times when a door is unlocked. For example, access to a building lobby may be determined with an open schedule. When the open schedule is active, the lobby door is unlocked.
operators	Users of the ACDB software. Operators are controlled by privileges that allow them enter and edit certain areas of the ACDB.
outbound port	An outbound port specifies the computer and port you are transmitting from.

output circuit	The CRC includes common, NO, and NC outputs from a Form C relay. These can be used to control auxiliary devices such as fans and dampers, as well as devices that support handicap functions.
partition	A physical area that a security system protects with a group of related devices. A site may consist of a single partition or of multiple partitions. Partitions can be armed and disarmed independently.
people	People are users of the security system. This is analogous to cardholders in the ACDB. People are also referred to as users.
PIN schedule	A type of access control schedule that defines when a PIN must be entered to verify the badging-in operation and grant access
proximity card	A type of access card containing a microcircuit. When placed in close proximity to a card reader, the card activates the reader's circuitry and registers a unique code.
relay open time	The relay open time is the number of seconds that the auxiliary relay timer stays active, when a user who is designated as handicapped badges in.
Resource Profile	RP. A file that defines the system security and access control devices for the ACDB program.
Resource Profile Manager tool	RPM. Part of the SDU that uses the project database to create a separate resource profile for each company that uses the access control system.
REX	Request to exit button.
route	Routes define how the ACDB connects to the hardware of your access control system. There are two different types of route: modem connection and direct connection (RS-232).
RP	*See* Resource Profile
RPM	*See* Resource Profile Manager tool.
RS-232	An asynchronous communication format used to communicate between a PC and a control panel.
RS-485	A serial differential communications format used to communicate between the panel and some remote annunciators
Rule	A logical relationship between objects defined in the network’s object list. Rule format: [rule label] (input state) (input device type) ‘input label’ : Output command (output device type) (priority) ‘output label’ {comments};
schedule	Identifies specific times (in 15 minute increments) and days when access is granted.
SDU	*See* System Definition Utility.
Security Access Control module	3-SAC. An EST3 module that supports an RS-485 line for security and access control devices.

security alarm	When a security device goes into alarm, it generates a security alarm event. This triggers programmed responses from the system control panel, and may result in a message being sent to a central monitoring station or a telephone pager. The end result will be the dispatch of a police or security officer to investigate the problem.
security partition	*See* partition.
security system	Part of an integrated system intended to monitor and report unauthorized access to specific areas of the site, thereby preventing vandalism and burglary.
security trouble	When a security device goes into trouble it generates a security trouble event. This triggers programmed responses from the system control panel, and may result in a message being sent to a central monitoring station or a telephone pager. The end result will be the dispatch of maintenance personnel to investigate and resolve the problem.
standard unlock time	The standard unlock time is the number of seconds that the door stays open before relocking, when a user badges in.
stay	*See* armed stay.
strike	A type of lock. A strike unlocks the door when power is applied.
suppression schedule	A type of access control schedule that defines times when the CRC does not log normal events. This reduces the number of events that would otherwise be stored in the CRC during normal business hours.
System Definition Utility	A Windows based program used to enter and modify information contained in the EST3 system.
task	Tasks are used by the ACDB to update hardware, purge old data from the database, retrieve access history for reports, and automate the running of reports.
timeline	Used in a schedule to define the time when access is granted and when access is denied.
two-person rule	An access control application that ensures that no staff member can be in the controlled area alone. A CRC operating under two-person rule prevents the entrance of a single person into the controlled area. When two people are present in the area, one cannot exit without the other.
user	By users we mean the end-users of a security or access control system. In the KDC users are called people, while in the ACDB users are called cardholders.
unlock schedule	Define times when a door is unlocked to allow free access.

visitor and escort	An access control application where a visitor is issued a temporary access card. Access to specific doors is granted only when an employee (escort) with a permanent access card badges in with the visitor. This application may make use of multiple card readers to handle different types of visitor and employee access card.
Wiegand pin card	A type of access card embedded with encoded ferromagnetic wires.
zone	A physical area that a fire alarm system protects with a group of related devices. A site usually consists of two or more zones.

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